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ABSTRACT

This self-paced library workbook is a course requirement of all "technical writing" freshman English classes at the University of Arkansas. The technical writing course is required of all engineering students, and its major focus is on writing a term paper containing a bibliography produced through library research. The workbook introduces students to basic library resources and services, emphasizing items most useful to engineering students. The workbook contains 21 chapters: each includes a discussion of the material covered, and a set of questions unique to that particular subject. Following an introduction, subjects covered by the workbook include: (1) a library tour; (2) author and title approaches to the card catalog; (3) subject approach to the card catalog; (4) Library of Congress Classification; (5) locating and checking out books; (6) periodical indexes and abstracts; (7) periodicals; (8) chemistry library; (9) physics library; (10) book review indexes; (11) newspapers and newspaper indexes; (12) audiovisual materials; (13) handbooks; (14) biographical information sources; (15) encyclopedias; (16) dictionaries; (17) almanacs and statistical sources; (18) maps, atlases, and gazetteers; (19) special collections; (20) government documents; and (21) the reserve reading room. Floor plans of the various areas of the library and examples of catalog cards and other forms are provided. (Author/THC)

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Name _____

I.D. _____

Course _____

Instructor _____

TECHNICAL WRITING
LIBRARY RESOURCES FOR ENGINEERS
A SELF-PACED WORKBOOK

for

THE UNIVERSITY OF ARKANSAS LIBRARIES

by
Stephen H. Dew

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Revised 1985

Cover Design by Dan Kerlin

INSTRUCTOR

DATE: September 19, 1985

FROM: Stephen H. Dew, Assistant Reference Librarian

TO: All Technical Writing Instructors

SUBJECT: Workbook Information

As part of the requirements for your English 1023T Technical Writing class, your students must complete the Technical Writing: Library Resources for Engineers workbook. Accompanying this sheet are handouts which provide the basic information which the students need in order to begin the workbook project.

The following are some important points about the workbook program:

1. WHERE STUDENTS OBTAIN A WORKBOOK:

The Technical Writing: Library Resources for Engineers workbooks are available ONLY in the Arkansas Union Bookstore at a cost of \$5.05. The workbooks have a drawing of the Engineering Building on the front and are colored Sky Blue. They SHOULD NOT PURCHASE the Library Resources workbook which has a brown cover and is used in regular English 1023 classes.

2. SELF-PACED AND SELF-DIRECTED:

The workbook is designed so that students can read the text, find their way about the library, and answer all questions at their own pace. It should not be necessary for you to devote any extra class time to the project; however, we do appreciate the time that you spend distributing the handouts to the students and in urging them to finish the workbook requirement promptly. Also, if you desire it, I will be glad to come to your class, give a brief presentation on how the workbook program is set up, and answer any questions that your class may have.

3. DUE DATE:

The students have seven weeks to complete their workbook assignments. The due date for all classes of English 1023T is Wednesday, November 20, 1985.

4. PENALTY FOR NOT COMPLETING THE WORKBOOK:

Students must complete the workbook in order to receive a final grade in your class. If a student is passing the course at the end of the semester and has not finished the workbook, he/she should receive a grade of "Incomplete" for the course, and this grade should not be changed until the student has completed all of the workbook assignments.

5. WORKBOOKS HANDLED IN THE LIBRARY:

All workbooks, answer sheets, and corrections are handled in the library. It should not be necessary for you to accept or handle any of the books or material. If a student has a specific problem or question, advise him/her either to call me (575-3177) or to come by the Reference Department in Mullins Library.

6. UPPER CLASSMEN:

Eventhough a student may be a last semester senior, he/she must complete the workbook. Since this is a requirement for the course it must be fulfilled. NO EXCEPTIONS.

7. CLASS COMPLETION LISTS:

I will keep you informed about the status of your class by sending you a list periodically indicating who has completed the workbook requirement. I will send you a final class list just before final exams. For anyone in your class who completes the workbook after the beginning of final exams, I will send you a note for each individual indicating that he/she has completed the workbook.

8. ACCEPTANCE AFTER DUE DATES:

We will accept workbooks after the close of the due date. We realize that there are extenuating circumstances.

9. URGING STUDENTS TO COMPLETE THE WORKBOOK:

At other universities where similar library workbook programs are being conducted, a very high correlation has been observed between the instructor's interest and encouragement in the project and the students' completion of the workbook. We would like to see as many students as possible finish the workbook early in the term. We would be delighted if you would keep pressure on your class to complete the requirement.

10. FEEL FREE TO CONTACT ME:

If you have any questions or problems, please feel free to contact me at any time. My telephone number is 575-3177, and my office is in the Reference Department of Mullins Library. Thank you for your cooperation.

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INTRODUCTION

This workbook has been prepared by members of the library staff to acquaint you with the services, facilities, and resources provided by the library which can be extremely useful and important to you during your college career. Although you will be answering the workbook questions at your own pace, you should complete the workbook as early in the term as possible.

Read the instructions and text for each section, then answer the questions at the end of the section before going on. The questions in your workbook are unique. No other student in your class has the same questions for any assignment except for Chapter One, "Library Tour."

As soon as you have completed your workbook, come to the Workbook Service Desk (Library Tour Stop Number 6B). There you will find two boxes. One box will contain blank answer cards, and the other box will contain directions sheets for filling out the answer cards. Obtain one of the blank answer cards and transfer your answers from your workbook to the card. Give your workbook and your answer card to the attendant at the Workbook Service Desk so that it can be graded. If possible, the attendant will grade your workbook at that time. If it is not possible for the attendant to grade your workbook when you turn it in, you will need to return to the same desk within a few days in order to verify whether you have or have not passed.

If any of your answers are incorrect, you will be asked to reanswer those questions until you have answered all of the questions in your workbook correctly. The workbook will be returned to you to keep.

THE WORKBOOK IS NOT COMPLETE UNTIL YOU HAVE ANSWERED ALL OF THE QUESTIONS CORRECTLY. The only two grades given will be "Complete" or "Incomplete." Your grade will be forwarded to your instructor by the end of the term. If you are passing the course at the end of the semester and have not finished the workbook, you will receive a grade of "Incomplete" for the course, and this grade will not be changed until you have completed all of your workbook assignments.

A FINAL NOTE: This workbook is designed to help you in your college work, and if you complete it, it will. The questions are not meant to be tricky; each question is designed to teach you something about finding information in the library. You should be able to answer all questions without difficulty, but there is a possibility that typographical errors have been made in your book. If you have a difficult time understanding or answering a question, ask for help at one of the service desks.

CHAPTER ONE

LIBRARY TOUR

The main library for the Fayetteville campus of the University of Arkansas is Mullins Library--the four level building that faces the Arkansas Union. Completed in 1968, Mullins Library provides seating and desk spaces for about 1,200 students who wish to come to the library to study.

The total holdings of Mullins Library and the branch libraries on campus include approximately 1,000,000 regular volumes of books and bound journals and 950,000 items in microform. We also have just over 12,000 separate periodical and serial publications included in the collection.

There are five branch libraries on campus. They are:

Chemistry Library	-Chemistry 211
Fine Arts Library	-Fine Arts 103
Law Library	-Waterman Hall 214
Physics Library	-Physics 202
Learning Resources Center	-Peabody Hall 203

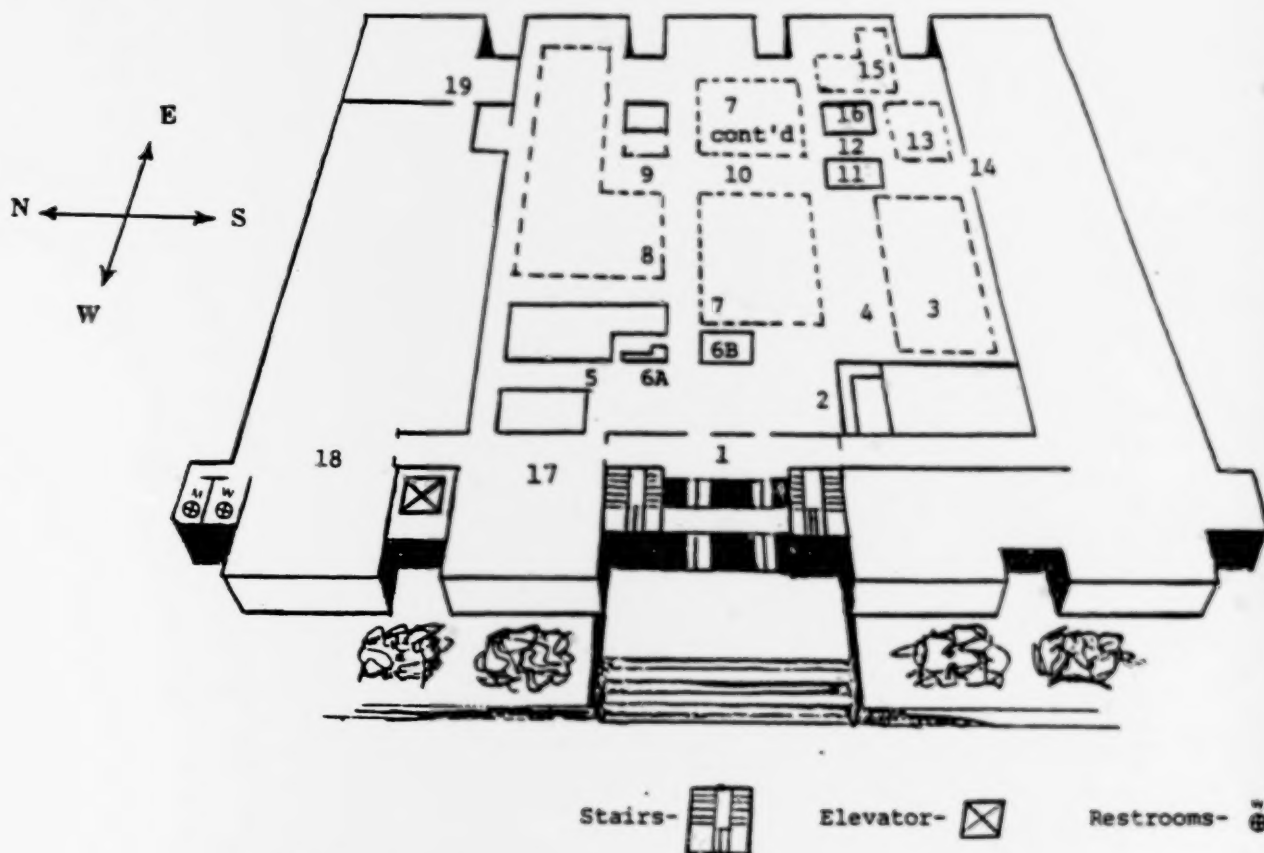
Regular hours and telephone numbers for Mullins and the branch libraries are listed inside the back cover of this workbook. Any change in library hours, because of holidays, vacations, or final exams, will be posted on the doors of each library.

Before you can answer the questions posed to you in this workbook, you must be able to find your way about the library to the various desks, offices, resources, and collections that you will need. You will be asked to tour only Mullins Library. You will be required, however, to visit the Chemistry Library and the Physics Library in order to complete the assignments for chapters 8 and 9 respectively. The floor maps on the following pages are to be used in conjunction with the tour. Do not try to save time by copying someone else's answer sheet for Chapter One. You will have to visit all of the areas anyway, and copying the answers now will merely cost you more time later.

As you reach each of the numbered stops on the tour, you will find a colored plaque on the wall, table, cabinet, or desk in the area. The plaque will be colored either red, white, blue, or black, and on it will be a Tour Stop Number. For that number on Assignment One, write the color of the plaque in the space provided.

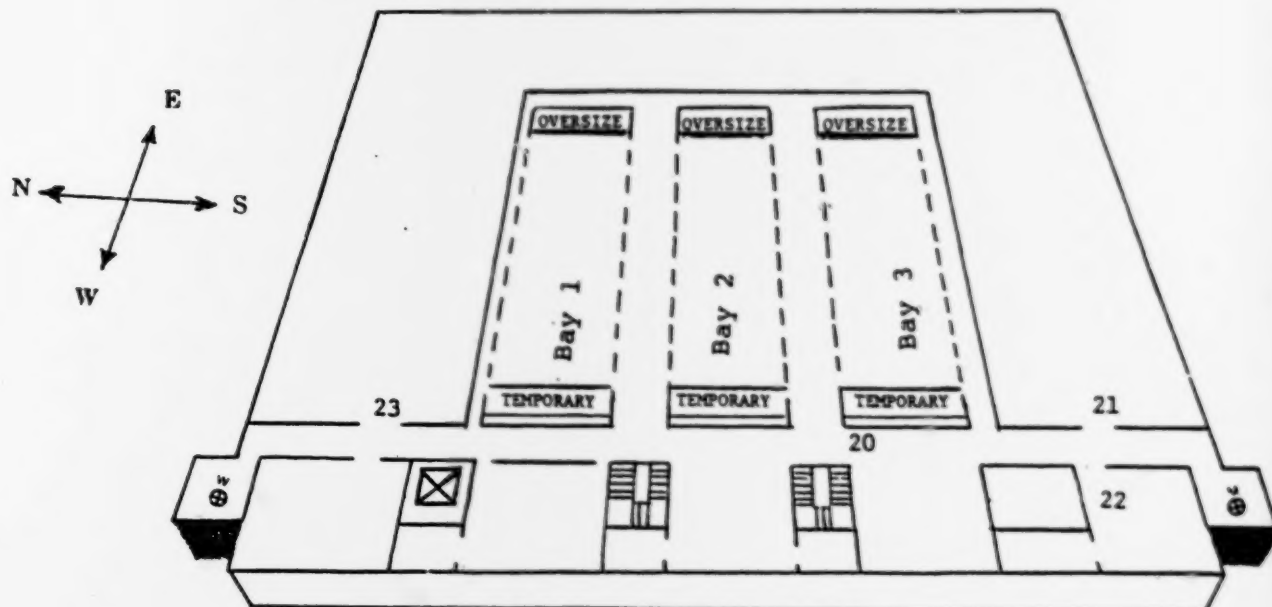
LEVEL 2

CENTRAL SERVICE AREA - MAIN FLOOR



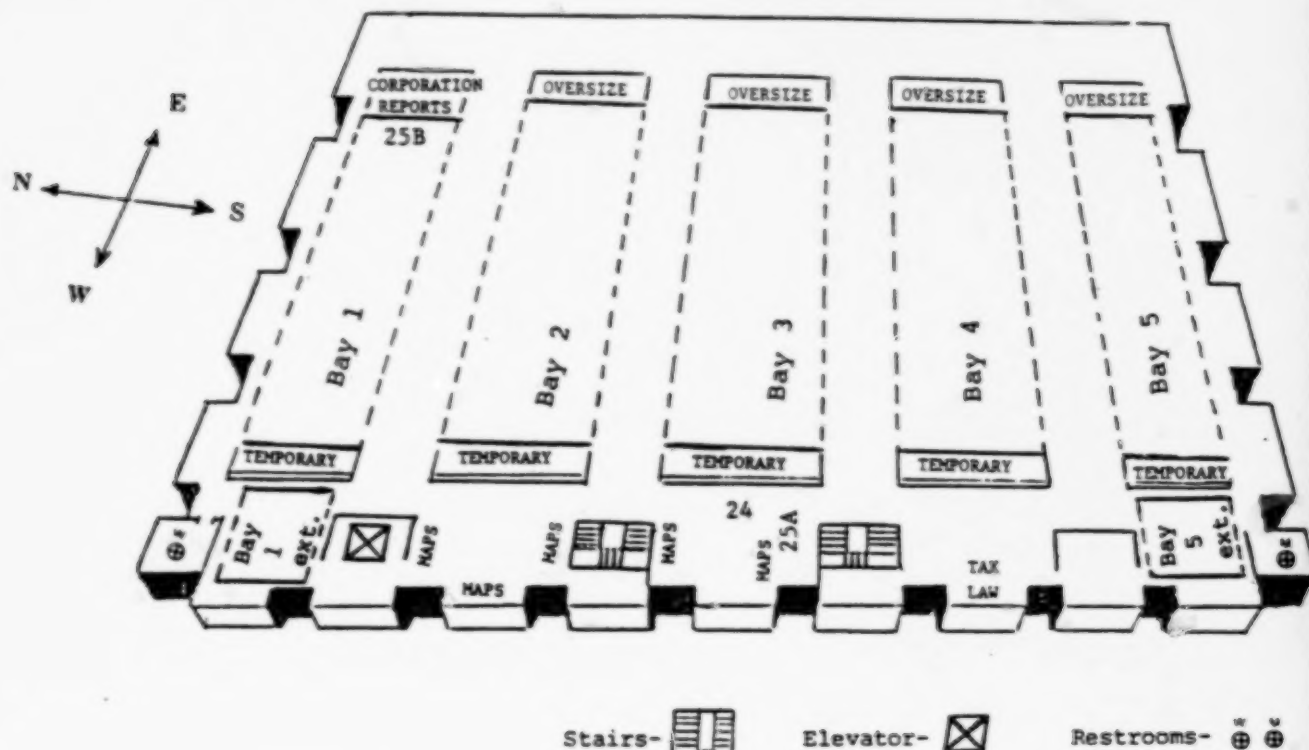
LEVEL 1

LITERATURE & FINE ARTS



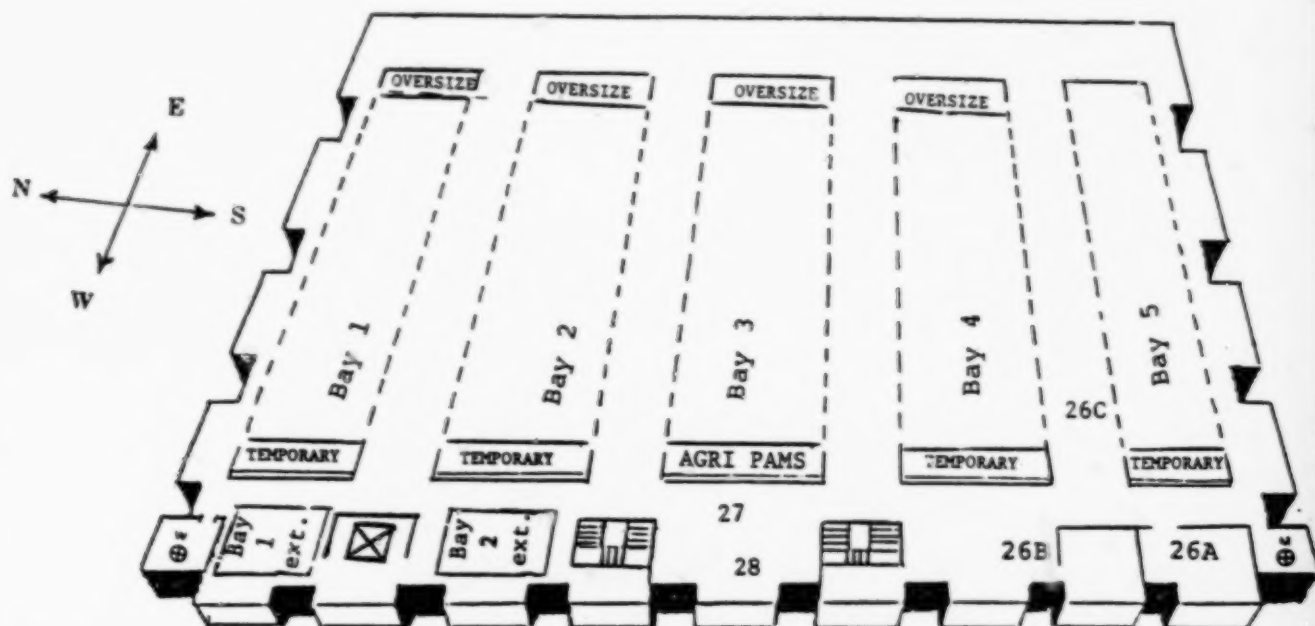
LEVEL 3

HUMANITIES & SOCIAL SCIENCE



LEVEL 4

NATURAL & TECHNICAL SCIENCES & GOVERNMENT DOCUMENTS



ASSIGNMENT ONE
LIBRARY TOUR

DIRECTIONS: Go to Mullins Library. It is located across the mall area in front of the Arkansas Union. Walk through the two entrance doors.

1. LOBBY

Welcome to Mullins Library. This is the only entrance and exit point of the building. When you leave the library, the security guard at the exit will need to inspect all books checked out of the library and any packages, briefcases, etc. which you have brought into the building. Notice that on each side of the lobby stairs lead to the other three levels of the library. You are now on Level 2. What color is the sign at Tour Stop Number 1?

2. CIRCULATION

From the lobby entrance, continue straight through the entrance door to the large room in front of you. On your right you will see a long counter. This is the circulation area where you will check out books. Also, if you are unable to find a book or a bound volume of a journal after you have looked for it under its call number in the book stacks, you then should come here to receive help from the circulation staff. They can tell you if an item already has been checked out by someone else, and they can assist you in your search for the item if it has not been checked out. On one side of the circulation area you will find a paper cutter, stapler, tape, hole puncher, etc. for your use while in the library. What color is the sign at Tour Stop Number 2?

3. CARD CATALOG

While facing the circulation counter look to your left. You will see an area occupied by several large black cabinets with many drawers. These cabinets comprise what is called the card catalog. Here you will find cards for all of the books owned by Mullins Library and all of the branch libraries on campus. What color is the sign at Tour Stop Number 3?

4. LIBRARY OF CONGRESS SUBJECT HEADINGS

On each of the two long tables in front of the card catalog you will find a set of two large red books. These are titled Library of Congress Subject Headings. They will help you determine what words to use when you want to look in the card catalog for books according to their subject matter. What color is the sign at Tour Stop Number 4?

5. PAMPHLET COLLECTION

Facing north from the circulation and card catalog areas you will see an aisle between the office areas. Along the shelves here you will discover three separate pamphlet collections. One collection contains materials on a wide variety of subjects, and these items can be quite useful for short speeches, reports, papers, etc. A second file contains pamphlets on various vocations. If you want brief information on the engineering profession or other career opportunities, look here. The third pamphlet collection contains tourism information on all of the states and many foreign nations. What color is the sign at Tour Stop Number 5?

6A. REFERENCE DESKS

Facing south from the pamphlet collection you will see on your left a two sided counter with the word REFERENCE on an adjoining post. This is the Reference desk area. Whenever you need help in finding information as you use the library, you should go to this area and ask for assistance. The librarians here are friendly and eager to help you find what you need. Never be embarrassed about asking questions while in the library, we are here to help you. What color is the sign at Tour Stop Number 6A?

6B. WORKBOOK SERVICE DESK

Continuing south past the Reference desks you will see a small desk immediately to your left. This is the Workbook Service Desk, and it also serves as a general information desk. Whenever you have any questions concerning your workbook, come to this desk first. Shelved next to the desk are several copies of different reference works. You will be using these books to answer questions which will be posed to you later in the workbook. When you have completed this workbook you will turn it in at this desk. What is the color of the sign at Tour Stop Number 6B?

7. INDEXES

Immediately behind the Workbook Service Desk you will see a row of short shelves running the rest of the length of the room. The items shelved here are called indexes and abstracts. They provide citations to magazine articles, newspaper articles, and reports on a wide variety of subjects. What color is the sign at Tour Stop 7?

8. REFERENCE COLLECTION

Facing the row of index shelves, you will see on your left a series of tall shelves. The books on these tall shelves comprise the general reference collection. The collection begins with basic encyclopedias and expands to include special dictionaries, bibliographies, encyclopedias, almanacs, biographical sources, and research guides covering most fields of study. What color is the sign at Tour Stop Number 8?

9. TELEPHONE & CITY DIRECTORIES

Immediately to the east of the first three rows of the Reference collection are shelves which contain telephone directories and city directories for a variety of localities from across the nation and a few foreign countries. What color is the sign at Tour Stop Number 9?

10. READERS' GUIDE

Facing south from the telephone directories area you will see two tables with a number of green books shelved on them. The green books are the Readers' Guide to Periodical Literature--a basic index which gives you citations to articles from a large number of popular magazines. Also included on one table is ERIC, an important index in the field of education. What color is the sign at Tour Stop Number 10?

11. PERIODICALS LIST

Continuing south from the Readers' Guide tables you will find a long black table. On this table are three bound volumes. Each of these volumes is a copy of the library's Periodicals List that contains entries for all of the magazines and newspapers to which the library currently subscribes. What color is the sign at Tour Stop Number 11?

12. ATLASES

Just to the east of the Periodicals List table you will find a long black cabinet in which several important atlases are shelved. What color is the sign at Tour Stop Number 12?

13. BIBLIOGRAPHIES

Immediately south of the atlas case you will see several tall shelves of books. These books are bibliographies. They list books, magazines, newspapers, reports, etc. which have been published on certain subjects or which are parts of unique library collections. What color is the sign at Tour Stop Number 13?

14. SERIALS

Immediately south of the first row of bibliographies is a window in the wall with the sign SERIALS. Here they can tell you what the most recent issue is of any magazine or newspaper to which we subscribe. What color is the sign at Tour Stop Number 14?

15. INDEX EXTENSION

At the time that this workbook was printed this area was not in use. It will become an extension of the shelving for the Index Collection (Tour Stop Number 7). For now, however, there is no answer required for Tour Stop Number 15; go directly to Tour Stop Number 16.

16. TYPING ROOMS

Immediately to the north of the Bibliographies shelves you will find a cubicle, and on the east side of the cubicle you will find a row of doors which enter into several small typing rooms. If you ever need a typewriter, you can rent one of these fairly cheap. Just ask at the circulation counter. What color is the sign at Tour Stop Number 16?

17. NEW BOOKS

Return to the lobby (Tour Stop Number 1) and face north. Go through the glass doors and on your left you will see a wooden cabinet. In this cabinet the library keeps books newly added to the general book collection. They can be checked out if you want to read one. What color is the sign at Tour Stop Number 17?

18. RESERVE ROOM

From the New Books Cabinet continue north. On your left you will see an elevator which can take you to the other levels of the library, and next to the elevator is a campus phone which provides free service for all on campus calls. On your right before you enter the Reserve Room you find a row of public telephones for off campus calls. Directly in front of you will be a set of double doors with the sign RESERVE overhead. Go into the Reserve Room. On your left will be a counter at which you can check out items which have been placed on reserve by your professors. The rows of shelves on your right contain recent issues of many of the periodicals to which the library subscribes. They are filed in call number order around the room. Also in the Reserve Room you will find the current issues of newspapers to which the library subscribes. The most recent issue of each newspaper is placed on the short hanging racks, and back issues of newspapers, up to several months old, are kept behind the service counter. What color is the sign at Tour Stop Number 18?

19. INTERLIBRARY LOAN

From just in front of the doors through which you entered the Reserve Room, face east and walk to the end of the room. Here you will find a set of double doors and the sign INTERLIBRARY LOAN. Possibly later in your college career you will want books or journal articles which the library does not have. You will need to obtain such items from another library, and the interlibrary loan service will do this for you. What color is the sign at Tour Stop Number 19?

20. SHELVES, ROWS, BAYS, & STACKS

By either taking the elevator or the stairs go down to Level 1 of the library. As you enter Level 1 turn to your right and go toward the south end of the building. On your left will be long rows of shelves containing books in the portion of the library's general book collection relating to the fine arts and literature. Each large section of shelves is called a "Bay." Each bay is numbered beginning with Bay 1 at the north end of the building. At the top of each row of shelves in the bays, you will see a small white sign which indicates to you what the call number range is for the books on that particular row. In the front of each bay is a temporary shelving area. This is where books are kept for a short period after they have been used and before they are put into their correct places under their call numbers in that bay. Oversize books, those which are too large to fit on the regular shelves under their call numbers, are placed on the last row in the back of each bay. There are bays also on levels 3 and 4 containing the rest of the library's general book collection, and they are arranged in the same format. The general term used to describe all of the shelves containing the library's general book collection is "stacks." Go to the front of Bay 3 and find Tour Stop Number 20. What color is the sign at Tour Stop Number 20?

21. AUDIO VISUAL

Continue toward the south end of the building. After you pass Bay 3 you will see the sign AUDIO VISUAL and a set of double wooden doors on your left. In the Audio Visual Room the library maintains its rather extensive microfilm, microfiche, and record album collections. Special machines are provided for viewing the microforms, and other facilities are available for listening to albums. What color is the sign at Tour Stop Number 21?

22. VIEWING ROOM

Directly across the hall from the Audio Visual Room you will find the Viewing Room. In this room the library has facilities for classes to view video cassettes, films, and slide presentations. When a class comes to the library for a special lecture on how to find information in a specific area of study, they are given the lecture in this room. What color is the sign at Tour Stop Number 22?

23. SPECIAL COLLECTIONS

Face north and walk to the north end of the building. After passing Bay 1 you will see the sign SPECIAL COLLECTIONS and a set of double wooden doors on your right. Here the library houses its extensive Arkansas history collection, most of its rare materials, and several important private manuscript collections. What color is the sign at Tour Stop Number 23?

24. LEVEL 3 LIBRARIAN

By taking either the stairs or the elevator go up to Level 3. On this floor the library maintains the portion of the general book collection concerning such fields as religion, history, geography, business, sociology, anthropology, political science, law, and education. Go to the area in front of Bay 3. Here you will find a librarian's desk. If you ever need help while on Level 3, come to this desk first. If no librarian is available at this desk when you need assistance, go to the Reference Desk on Level 2. What color is the sign at Tour Stop Number 24?

25A. MAP COLLECTION

The black cabinets which you see along the walls in this area contain the U.S. Geological Survey Topical Maps, U.S. Defense Mapping Agency Maps, and various thematic maps of different areas of the world. Additional cabinets containing more maps are located in the area in front of Bay 2. What color is the sign at Tour Stop Number 25A?

25B. CORPORATION ANNUAL REPORTS

Go to the last row of Bay 1 on this floor. Here you will find the library's collection of corporation annual reports. These reports are excellent sources of information for students doing class reports on certain companies and for students who are preparing for job interviews with corporations. What color is the sign at Tour Stop Number 25B?

26A. GOVERNMENT DOCUMENTS OFFICE

By taking either the stairs or the elevator, go to Level 4. On this floor the library maintains its government documents collection and the portion of the general book collection concerning the natural and technical sciences. Most books and bound journals concerning the subject of engineering are located on this floor and have call numbers beginning with the letter "T." When you enter the floor, turn right and go to the south end of the building. In front of Bay 5 you will find a room with the sign GOVERNMENT DOCUMENTS. Being the largest publisher in the world, the U.S. Government produces a vast quantity of information covering a wide variety of subjects. The librarians in this room can help you find what information has been published by the federal government on any particular subject of interest to you. What color is the sign at Tour Stop Number 26A?

26B. GOVERNMENT DOCUMENTS REFERENCE COLLECTION

The Government Documents Reference Collection is located just to the north of the Government Documents Office and in front of Bay 4. Here you will find a number of reference works which are useful in locating information contained in government publications. What color is the sign at Tour Stop Number 26B?

26C. GOVERNMENT DOCUMENTS COLLECTION

Most U.S. Government publications are shelved in Bay 5 under the Superintendent of Documents call number system. If you obtain a call number from the Card Catalog which begins "U.S. Doc." the item will be shelved in Bay 5 on Level 4. Feel free to ask for help in locating documents from the staff in the Government Documents Office. What color is the sign at Tour Stop Number 26C?

27. LEVEL 4 LIBRARIAN

From the Government Documents Room, face north and go to the area in front of Bay 3. Here you will find a librarian's desk where you should go whenever you need help while you are on this level. If no librarian is available at this desk when you need assistance, go to the Reference Desk on Level 2. What color is the sign at TOUR STOP NUMBER 27?

28. LEVEL 4 REFERENCE COLLECTION

Behind the librarian's desk you will find several rows of wooden shelves. Here the library maintains a collection of some of the more important indexes, abstracts, handbooks, and other reference works concerning agriculture, engineering, and the other sciences. Engineering Index, the primary subject and author index for finding journal articles concerning engineering, is shelved in the collection. Here you also can find handbooks and dictionaries for each of the main subject disciplines in the field of engineering. What color is the sign at Tour Stop Number 28?

CHAPTER TWO

CARD CATALOG--AUTHOR & TITLE APPROACHES

The card catalog (Tour Stop Number 3) contains card entries for all books owned by the University of Arkansas Libraries; this includes Mullins Library and all of the branch libraries as well. For each book owned by the library system, cards are placed in the catalog for the author, the title, and the subject matter of the book. In this chapter you will be concerned only with the author and title approaches for searching the card catalog, and you also will discover what kind of information is provided on each card.

On page 13 you will find samples of an author card and a title card for the same book. Study them carefully. Notice that the title card is exactly the same as the author card except that the title has been added at the very top of the card. From both cards you can see that the call number of the book is T 14 . Also you can

14
F56

see that the author of the book is Samuel C. Florman, that the title of the book is The Existential Pleasures of Engineering, that the place of publication is New York, that the publisher is St. Martin's Press, that the date of publication is 1976, that the book has 11 introductory pages (from the Roman numeral xi), that the book has 160 pages of text, that it is 22 centimeters tall, and that the book includes bibliographical references to the books and magazine articles used by Florman while he was doing research for this book.

All cards in the catalog are filed in one continuous alphabetical arrangement word by word according to the entry at the top of each card. The author card in the sample would be filed in the "F" alphabetical section of the card catalog. The title card would be filed in the "E" section because titles are filed alphabetically beginning with the first word of the title that is not an article (a, an, the). Any article (a, an, the) appearing after the first word of the title, however, is considered in determining the title's alphabetical arrangement in the Card Catalog.

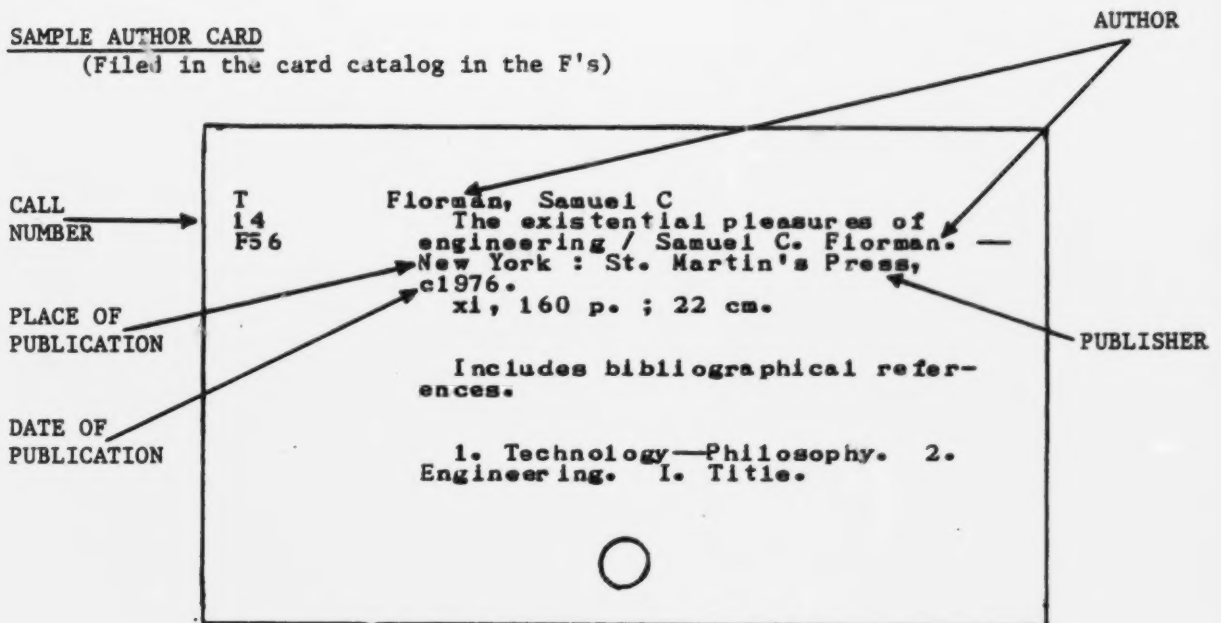
When the author's last name is the same as the first word in the title of a book, the author cards will be filed before the title cards. For instance, if an author's last name is Wood, entries under his/her name will fall before title entries beginning with the word Wood. The following is a correct example of an alphabetical listing of entries as they would appear in the card catalog.

Author Entries for Wood	{	Wood, Barbara
		Wood, David
		Wood, William
Title Entries for Wood	{	<u>Wood of My Life</u>
		<u>Wood Out of Forests</u>
		<u>The Wood Out of the Forests</u>
		Wooden, John
		<u>Wooden Hearts</u>
		<u>A Wooden Wheel Can Really Roll</u>
		Woods, Randall
		<u>Woods Afire</u>
		<u>The Woods Belong to Daddy</u>

CARD CATALOG
AUTHOR & TITLE APPROACHES

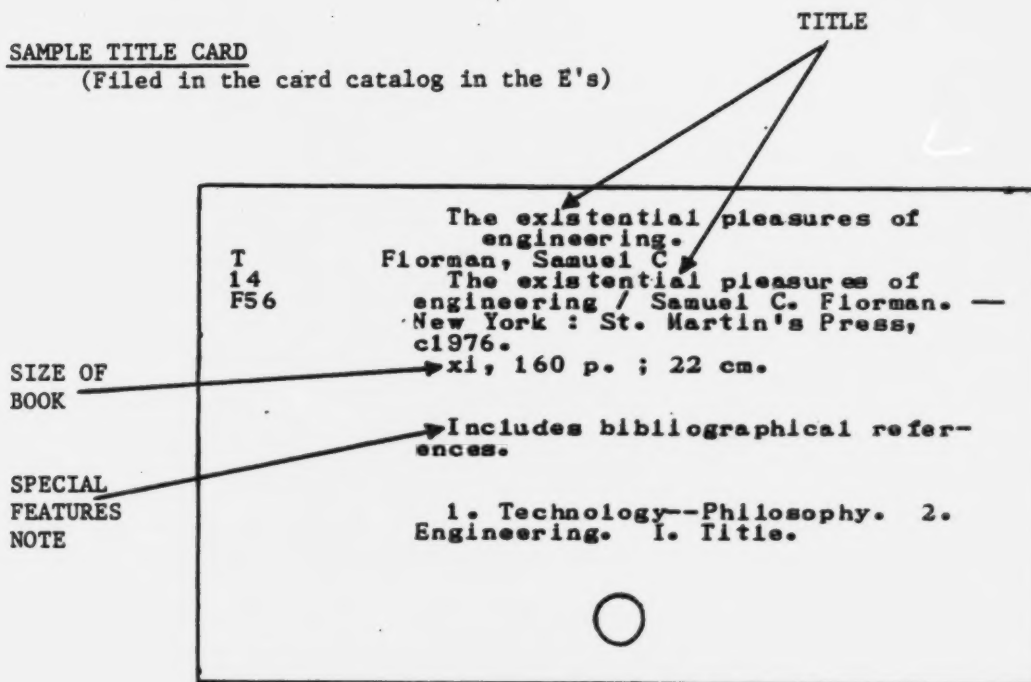
SAMPLE AUTHOR CARD

(Filed in the card catalog in the F's)



SAMPLE TITLE CARD

(Filed in the card catalog in the E's)



ASSIGNMENT TWO

CARD CATALOG--AUTHOR & TITLE APPROACHES

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer all five questions on this page and the following page.
Question 5 will require you to look at the same entry card used in question 4.

1. Otto Haszpra wrote a book assigned the call number TC 180 H37 1979. Its title is:
 - A. Vibrations in Hydraulic Machinery
 - B. Dynamics of Hydroelectric Flow
 - C. Modelling Hydroelastic Vibrations
 - D. Mechanics of Hydraulic Fluids
2. Robert E. Treybal wrote a book assigned the call number TP 156 M3 T7 1980. Its title is:
 - A. Mass-transfer Operations
 - B. Engineering Operations
 - C. Mathematics Operations
 - D. Quantum Mechanics Operations
3. Who wrote the book Joints in Buildings

 - A. Richard Myerowitz
 - B. Joseph Salvato
 - C. Bruce Martin
 - D. Joel Leppard

ASSIGNMENT TWO CONTINUED ON THE NEXT PAGE

ASSIGNMENT TWO, continued

4. Who wrote the book Introduction to atomic and molecular collisions

?

- A. A.E. Henson
- B. R.E. Johnson
- C. K.B. Eisenthal
- D. R.A. Freeze

5. What is the publication date of the book which you just looked up in question 4 above?

- A. 1974
- B. 1982
- C. 1980
- D. 1977

CHAPTER THREE

CARD CATALOG--SUBJECT APPROACH

From the author or title approach to the card catalog, you can find out if the library owns any specific book which you want. As you will see in this chapter, you also can use the card catalog to find out if the library owns books on any particular subject which interests you.

When you want to search the card catalog for a particular subject, you always must keep in mind the fact that the card catalog uses its own peculiar terminology to describe the subject matter of books. Like most other research libraries in the United States, Mullins Library uses the standard subject headings that are established by the United States' national library, the Library of Congress. The Library of Congress Subject Headings (Tour Stop Number 4) is a two volume work which will tell you what terms would be used by the card catalog to describe any particular subject.

When you look in either volume of the Library of Congress Subject Headings, you will discover that there are three columns on each page, and by following the extreme left hand margin in each column, you will find that the terms follow an alphabetical arrangement. On page 17 is an example of one of the columns taken out of the Library of Congress Subject Headings. Study it carefully and you will notice the following features.

- I. Terms which are in boldface heavy black type are considered acceptable subject headings, and if the library owns any books on those subjects, entries will be found in the card catalog under those terms. Often under the boldface headings you will find additional information indented within the column.
 - A. The "sa" means "see also," and the words which follow are other acceptable subject headings which are closely related to the boldface subject heading just above them. This "see also" area can be quite useful in expanding your subject search of the card catalog because it directs you to terms which you possibly would not have realized are used, and often this can lead you to additional important books on your subject which you might have missed otherwise.
 - B. The "xx" heads a list of other related terms which are also acceptable subject headings, but which are more general than those appearing under "sa."
 - C. The "x" heads a list of unacceptable terms. DO NOT USE THEM.
 - D. The indented terms which are preceded by a dash are acceptable subdivisions of the boldface subject heading which appears above them.
- II. The words along the extreme left hand margin of each column which are in regular print (not boldface type) are considered unacceptable as subject headings and will not be used in the card catalog to describe subjects. Immediately under each unacceptable term, however, you will find a "see" reference which tells you what the acceptable subject heading is. For example, if you wanted books on "technological museums," you would see from the Library of Congress Subject Headings that "technological museums" is not an acceptable heading and that "INDUSTRIAL MUSEUMS" is the accepted subject heading used to describe books on that topic. Therefore you would want to look in the card catalog under INDUSTRIAL MUSEUMS.

LIBRARY OF CONGRESS SUBJECT HEADINGS
A SAMPLE COLUMN

Regular print terms (those not in bold face type) indicate an unacceptable heading. Here it is "Technological Museums."

"See" reference indicates the acceptable subject heading. In this case it is "Industrial Museums."

Bold face type indicates acceptable subject headings.

"sa" means "see also" and heads a list of acceptable subject headings related to the bold face term above.

"x" heads a list of unacceptable headings. DO NOT USE.

"xx" heads a list of acceptable headings more general in nature than those terms under "sa."

Terms preceded by a dash (--) are acceptable subdivisions of the main heading. (Example: "Technology--Bibliography")

By continuing down the column, which has been cut short here since it is an example only, you would eventually find the acceptable subdivision "Technology--Philosophy" which is used as a subject heading for Florman's book.

Technological museums
 See Industrial museums
 Technological societies
 See Technical societies
 Technological transfer
 See Technology transfer
 Technological unemployment
 See Unemployment, Technological
Technologists (Indirect)
 sa Biomedical technicians
 Chemical laboratory technicians
 Electronic technicians
 Laboratory technicians
 Technicians in industry
 xx Engineers
Technologists, American, (French, etc.)
Technology (Indirect) (T-TX)
 sa Building
 Chemistry, Technical
 Classification—Books—Technology
 Creative ability in technology
 Electric engineering
 Engineering
 Factories
 Industrial arts
 Industrial management
 Industry
 Inventions
 Machinery
 Manufactures
 Membranes (Technology)
 Mills and mill-work
 Mineral industries
 Railroad engineering
 Separation (Technology)
 Substitution (Technology)
 Technocracy
 Unemployment, Technological
 names of specific industries, arts, trades, etc., e.g. Clock and watch making, Printing, Tailoring; also headings beginning with the words
 Technical and Technological
 x Applied science
 Arts, Useful
 Science, Applied
 Useful arts
 xx Industrial arts
 Industry
 Science
 -- Abbreviations
 sa Technology—Notation
 x Symbols (in science, technology, etc.)
 xx Technology—Notation
 -- Authorship
 See Technical writing
 -- Bibliography (Z7911-7916)
 sa Industrial arts—Bibliography
 Information storage and retrieval systems—Technology
 Technical literature
 xx Technical literature
 -- Union lists
 Example under Catalogs, Union
 -- Cataloging
 See Cataloging of technical literature
 -- Computer programs

The cards which are placed in the card catalog as subject entries will have the subject headings typed in all BLACK CAPITAL LETTERS or in red type at the top of the card. All of the subject headings that are assigned to any book are found at the bottom of each card for that book. This bottom portion of each card is called the "tracings" because it traces, or keeps track of, all of the cards which are in the card catalog for each book. The tracings area can be very useful in expanding your subject search of the card catalog in the same manner as the "sa" listing in the Library of Congress Subject Headings. If you find a book which deals specifically with the type of information which you need, look at the tracings at the bottom of any card catalog entry for that book. Then look in the card catalog under the subject terms listed in the tracings, and you may find additional works on your general subject which you might have missed otherwise.

On page 19 are examples of the subject heading cards and the tracings for Florman's The Existential Pleasures of Engineering. Study them carefully; notice that the subject headings at the top of all of the cards are in all black capital letters. There are two subject cards for the book; one for each of the assigned subject headings which appear in the tracings at the bottom of all of the cards. The word "title" in the tracings means that a card also was placed in the card catalog under the book's title, The Existential Pleasures of Engineering.

Be aware also that many authors will have entries in the card catalog for works written by them (when they are the authors of books) and other entries for works written about them (when they are the subjects of books). In the card catalog works written by authors are entered first, followed by entries for works written about them.

When the same word is used as an author's last name, a subject heading term, and the first word of the title of a book, the author card will be filed first, then the subject card, and then the title card. For example, if an author's last name is Wood, entries under his/her name will fall before subject entries for the word WOOD. The subject entries for WOOD and all of its subdivisions will fall before title entries with the word Wood as the first word of the titles. The following is a correct example of an alphabetical listing of entries as they would appear in the card catalog.

Author entry, for works <u>by</u> —————→	Wood, Barbara
Subject entry, for works <u>about</u> —————→	WOOD, BARBARA
	Wood, William
	WOOD, WILLIAM
Subject Heading —————→	WOOD
	WOOD--DETERIORATION
Subject Heading with subdivisions —————→	WOOD--PRICES
	WOOD--TESTING
	<u>Wood of My Life</u>
Title Entries —————→	<u>Wood Out of Forests</u>
	<u>The Wood Out of the Forests</u>

CARD CATALOG
SUBJECT APPROACH

SAMPLE SUBJECT CARDS

SUBJECT (in BLACK CAPITALS or in red type)
(Filed in the card catalog in the T's)

TRACINGS

TECHNOLOGY--PHILOSOPHY.

T
14
F56

Florman, Samuel C
The existential pleasures of
engineering / Samuel C. Florman. --
New York : St. Martin's Press,
c1976.
xi, 160 p. ; 22 cm.

Includes bibliographical refer-
ences.

1. Technology--Philosophy.
2. Engineering. I. Title.

○

SUBJECT
(filed in the card catalog in the E's)

ENGINEERING.

T
14
F56

Florman, Samuel C
The existential pleasures of
engineering / Samuel C. Florman. --
New York : St. Martin's Press,
c1976.
xi, 160 p. ; 22 cm.

Includes bibliographical refer-
ences.

1. Technology--Philosophy.
2. Engineering. I. Title.

○

ASSIGNMENT THREE

CARD CATALOG--SUBJECT APPROACH

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer the next two questions.

6. You have a book entitled Construction Materials: Types, Uses & Applications written by Caleb Hornbostel and would like to find other books on the same subject. Go to the Card Catalog and find an entry for this book by either the author or the title. Check the tracings on the bottom of the card. (You may want to recheck the examples on page 19)

What is the first subject heading listed in the tracings?

- A. BUILDING MATERIALS
 - B. CONSTRUCTION MATERIALS
 - C. MATERIALS
 - D. CONSTRUCTION SITES
7. Look in the card catalog under the subject heading which you chose as the answer to the question above. How many books does the library have on that subject?
- A. Between 1 and 5
 - B. Between 6 and 10
 - C. Between 11 and 15
 - D. Over 15

DIRECTIONS: Go to the Library of Congress Subject Headings (Tour Stop Number 4) and answer the following question.

8. Possibly there are some related subject headings which you could use to find additional information. Using the same subject heading which you gave as the answer to question number 6 above, look in the Library of Congress Subject Headings. The first "sa" (see also) reference is:
- A. BRICKS
 - B. AGGREGATES
 - C. BUILDINGS
 - D. ALUMINUM

CHAPTER FOUR

LIBRARY OF CONGRESS CLASSIFICATION

To locate a book in the library you first must know its call number. Each book in the library has been assigned a unique number which classifies it according to its major subject content and places the book in one specific location on the shelves. In the United States two classification schemes are currently in popular use. The Dewey Decimal Classification which is used by a large number of school and public libraries uses numbers to classify books. The Library of Congress Classification which is used by most research libraries is considerably more flexible in that it uses both letters and numbers to classify books. Mullins Library uses only the Library of Congress Classification.

In Mullins Library, call numbers will be comprised of at least three lines of letters and numbers. A typical call number looks like this: TP .
1896
K47

The top line of each call number will have either one or two letters which classifies each book into its primary subject category. For instance, all books which have call numbers beginning with the single letter "T" are general works concerning engineering and technology; those beginning with "TA" are books on civil engineering; those beginning with "TJ" are books on mechanical engineering; "TK" is for electrical engineering; "TP" is for chemical engineering; etc. You will not need to memorize the classification scheme; you only should be aware that the letters which begin each call number indicate the broad subject category of the book. If you do wish to see an outline of the Library of Congress Classification Scheme (Ref Z 696 U40 1975), one is available at the Reference Desk.

Books are placed on the shelves in the lettered ranges in alphabetical order. For example, books with call numbers beginning with the letter "Q" will be shelved together and will be followed on the shelves by books in the "R" call number range, followed by "S" etc. Within each letter call number range the single letter call number is filed first and is followed in alphabetical order by the double letters. For example, books with call numbers beginning with the single letter "T" will be shelved together and will be followed on the shelves by "TA" call numbers which would be followed by "TB," followed by "TC," etc.

The numbers which appear on the second line of each call number designate more specific subject areas within the lettered ranges. For example, the "TP" call number range is for chemical engineering; the range from TP through

500

TP , however, is particularly for chemical engineering concerning the
659
fermentation and beverage industries; TP through TP is particularly for
690 692
chemical engineering concerning petroleum refining; TP through TP is for
700 762
chemical engineering in the natural gas industry; etc. Within each lettered call number range, books are arranged on the shelves in numerical order according to the number on the second line. Therefore TP will appear on
109
the shelves before TP which will appear before TP , etc.
1896 2382

Usually you will find only a third line as the last line of any call number, but sometimes you will find a fourth line. Whether comprised of one or two more lines, the remainder of the call number after the first two lines will be a combination of letters and numbers which gives each call number its unique characteristic. There might be several books in the library with call numbers in which the first two lines were TP , but 1896 the remainder of the call number will be different for each book.

AFTER THE SECOND LINE, ALL NUMBERS ARE DECIMALS

The third line has a rather tricky characteristic which you must be aware of when you go to the stacks looking for books. Under each specific call number range like TP for example, books will be shelved first in 1896

alphabetical order according to the letter which begins the third line and then in numerical order according to the number that follows each letter. The trick, however, is that the number which follows the letter on the third line is considered to be a decimal number and not a whole number, and this definitely will affect the arrangement of books on the shelves. Therefore

TP will be filed before TP because "J" falls before "K" in the 1896 1896 J3 K2 alphabet, and TP will be filed before TP because .47 is smaller 1896 1896 K47 K5 than .5(think .50).

If there should be a fourth line, you would treat it just as you do the third line. Letters will be considered alphabetically in determining the arrangement of books on the shelves, and the numbers will be thought of as decimal numbers in determining the numerical arrangement on the shelves.

The following is an example of a correct arrangement of call numbers:

T	TK	TK	TK	TK	TK	U	U	UA
10	6	575	575	575	575	15	15	5
G7	Q4	L27	L3	L3	L3	P7	R6	L9
			F8	G65	G7			

The Library of Congress Classification therefore follows an alternating alphabetical then numerical format. You follow the first line alphabetically along the shelves until you find the correct letter combination. Then under the broad letter range you follow the second line numerically until you find the correct number. Once you find the range for the first two lines, you then follow the third line alphabetically until you find your letter and then numerically viewing the number as a decimal. This would continue on the fourth line if necessary.

LIBRARY OF CONGRESS CLASSIFICATION

DIRECTIONS: Study the following four call numbers and answer the next two questions concerning their arrangement in the Library of Congress Classification. You only need to circle the correct letter for each answer.

- | | | | | | | | |
|----|-----|----|-----|----|----|----|-----|
| A. | TA | B. | T | C. | T | D. | TA |
| | 77 | | 11 | | 11 | | 136 |
| | R63 | | N29 | | N4 | | B4 |

9. Which one of the above call numbers would appear first on the shelves?

- A. B. C. D.

10. Which one of the above call numbers would appear last on the shelves?

- A. B. C. D.

CHAPTER FIVE

LOCATING & CHECKING OUT BOOKS

To locate a book in the library you first must know its call number. By going to the card catalog and finding an entry for a book, you will find the call number in the upper left hand corner of the card. Be sure that you copy all of the information in the left hand corner. It is advisable that you also copy the author and the title of the book as well.

Under the tops of all of the tables which are around the card catalog, you will find note slips. One side of each slip is blank and the other side is printed. On the blank side you can write call numbers and any other information which you wish. On the printed side of each note slip you will find a list which indicates where books are shelved in the library. Along the left side of the slip the broad call number ranges are given. Beside each call number range is a general subject description, the level number, and the bay number where books in that call number range will be shelved. An example of the locations slip is on page 25.

If you needed to find a book with the call number TP , for example,
1896
KS

you can see from the locations slip that it falls in the "TS-TZ" range; therefore the book would be shelved on Level 4 in Bay 4.

SPECIAL LOCATIONS

Some books are placed in special locations. Their call numbers will be marked conspicuously to indicate in which special location they will be found.

Books that are larger than the average book size are called "oversize" books. The oversize books cause shelving problems since they do not fit on the regular shelves. Therefore the last row of shelves in each bay is reserved for the oversize books that normally would have been shelved among the books in that bay. Call numbers for oversize books will have "ov" at the top of the call number. For example a book with the call number ov

TA
254
L9

would fall in the "T-TF" call number range and would be shelved on Level 4 in Bay 3 on the last row.

The books which are located on Level 2 are all in special locations. Those items that are in the Index area (Tour Stop Number 7) will have "Index" at the top of their call numbers; those works which are in the Reference Collection (Tour Stop Number 8) will have "Ref" at the top of their call numbers; and those works in the Bibliographies Area (Tour Stop Number 13) have "Biblio" at the top of their call numbers.

The books which are located in the five branch libraries on campus also are all in special locations. The name or abbreviation of the branch library will be typed or printed immediately below the call numbers on the catalog cards. The list of the branch libraries with their room numbers appears on the inside back cover.

SAMPLE LOCATIONS NOTE

SAMPLE CHARGE CARD

-25-

HOW TO CHECK OUT A BOOK

Most books can be checked out for a standard two week loan period and there is no limit on the number of books which you can check out. As long as no one else has requested a book which you have checked out and you do not owe a fine on the book, you can renew any loan by either coming by the Circulation Department or telephoning the library.

In order to check out a book, you first need to fill out a charge card. A charge card is a multi-page form which should be filled out by using a ballpoint pen or pencil and by pressing hard enough so that printing will be clear on all pages of the form. Please print all words instead of writing them because, for those who will need to read your charge card, printing is so much easier to decipher than various forms of handwriting. Charge cards can be found at the tables in front of the stairwells on Levels 1, 3, and 4, and also at the table in front of the Circulation Desk on Level 2.

For each book which you wish to check out, you need to provide four types of information on each card.

1. You should copy the complete call number as it appears on the book. Also indicate the volume or copy number if there is one.
2. You should indicate your status at the university (student, faculty, staff or other).
3. You should copy the author's name and the title of the book as fully as space will allow.
4. You should print your I.D. number, name, and mailing address with zip code.

An example of a correctly filled out charge card appears on page 25.

In order to check out a book you must have your current activity card and a picture I.D. or driver's license. Present the book which you wish to check out, the completed charge card, and your valid I.D. to the attendant at the Circulation Desk (Tour Stop Number 2). The attendant will check your I.D., stamp the date due on the charge card, and place the Brown Slip in the front of the book. The Brown Slip is one of the pages from the multi-page charge card. It indicates that the book has been properly checked out and allows you to pass by the guard when you leave the building with the book. It also reminds you of the book's due date. The Brown Slip must be kept in the book so that the records can be cleared when the book is returned to the library. A \$1.00 fine is charged if the slip is lost.

You must either renew any loaned book or return the book to the library before the two week loan period is over or subsequently you will be fined 10¢ per day until the book is returned.

You should return books to the library by placing them in one of the Book Return slots located at the Circulation Desk. When the library is closed you may return your books by placing them in one of the two Book Deposit Boxes available. One of the boxes is located just outside the building on the north side of the entrance doors. For the convenience of those with automobiles, another Book Deposit Box is located next to the parking lot which is between the library and the Science-Engineering Auditorium.

WHAT TO DO IF THE BOOK IS NOT THERE

If you have a call number for a book and you have gone to the stacks and are unable to find it under its call number, there are several things which you can do.

1. Check to be sure that you have copied the call number exactly as it appeared in the card catalog and be certain to make a note of any special location symbol.
2. Check the shelves immediately around the correct location. It is possible that someone mistakenly reshelved the book near its correct location and not specifically under its call number.
3. Check the blue shelf areas located at the end of each row of shelves and check the tables and study areas nearby. The library requests that users not reshelve books, but instead leave them out for student assistants to collect and reshelve accordingly. Therefore books often are left on the blue shelf areas and on nearby tables.
4. Check the temporary shelves in the front of each bay. The first row in each bay is reserved for books which are placed there until they are shelved under their call number in that bay.
5. Check at the Circulation Desk. They can tell you if a book is checked out by someone else or at the bindery for repair. If it is supposed to be in the stacks, the Circulation Department will continue to search for the book and will contact you if they find it.

ASSIGNMENT FIVE

LOCATING & CHECKING OUT BOOKS

DIRECTIONS: Go into the book stacks and find the books which have the call numbers that are listed in Column A. Choose the correct title. If the book from Column A is not on the shelf, find the substitute book from Column B.

<u>Column A</u>		<u>Column B</u> (Do <u>ONLY</u> if you cannot find the book in Column A)	
11. PS 3537 T836 F6	A. The Forge B. The Fire C. The Fog	AP 5 C125	A. Canadian Forum B. California Forum C. Colorado Forum
12. JX 1952 N32	A. Natural War B. War C. Never War	GB 1001 G75	A. Ground Storage B. Ground Water C. Ground Waste
13. QL 452 E5	A. Spider Families B. Spider Legs C. About Spiders	TN 860 W6	A. World Oil B. World Petrochemicals C. World Petroleum

DIRECTIONS: Fill out a charge card for any book from the library. You do not have to check out the book. Staple the charge card to this page in the area provided just below. A stapler is available at the Circulation Desk. See the sample charge card on the previous page.

CHAPTER SIX

PERIODICAL INDEXES

Periodicals are an important part of the resources available in Mullins Library. The term periodical is used to describe any publication which is issued on a regular and continuing basis more than once each year. Often you will hear people refer to periodicals using the terms magazines, journals, or serials. The term magazine usually refers to a general interest or popular periodical, and the term journal usually refers to a more specialized or scholarly periodical. The term serial is a very broad term which encompasses any publication that is issued on a continuing basis whether it is regular (daily, weekly, monthly, etc.) or not.

Periodicals often are the best sources which you can use to find information on subjects which interest you. Current issues of periodicals usually contain the most up-to-date information on many subjects. Old issues of periodicals are valuable for obtaining contemporary views on events and subjects as they developed. In many instances books have not been written on certain subjects, and the only location where you can find information will be in periodical articles. Also, since periodical articles tend to be somewhat brief, they often are the quickest and most efficient sources of information.

When you want to find periodical articles on any particular subject, you first should go to a periodical index which will inform you precisely where articles can be found on the subject. Although there are different periodical indexes covering practically every area of study, most indexes are arranged in basically the same format. The subject headings are usually arranged in alphabetical order along the extreme left-hand margin of each page. Under each subject heading will be a list of periodical articles concerning the subject. Each individual entry for a periodical article is referred to as a "citation," and it provides the information necessary to fully identify the article. Each citation will give the title of the article, the author of the article if there is one, the title of the periodical in which the article appears, the volume number of the periodical, the pages where the article is located, and the date of the issue of the periodical. Often certain words in the citations will be abbreviated, especially in the titles of the periodicals. A list of abbreviations as well as instructions on how to use each index will appear in the front pages of each volume of the index.

Probably the two best indexes for engineers needing current information on subjects concerning technology are Applied Science & Technology Index (Index Z 7913 I7) and Engineering Index (Tour Stop Number 28, Index Z 5851 E62). Applied Science & Technology Index uses the basic index format discussed above. Engineering Index, however, uses a slightly different format.

APPLIED SCIENCE & TECHNOLOGY INDEX

The following is a sample entry from Applied Science & Technology Index:

WIND erosion. See Erosion

WIND power

See also

Windmills

Alternate sources of power come to Gotham City. Clark Kent.

il Elect Constr & Maint 28:551-5 Je '82

Harnessing wind power. J. Fagenbaum. bibl il

Mech Eng 104:64-73 Ap '82

From the example above you can see that the index usually refers you from a subject heading not used to a subject heading that is used (e.g. WIND Erosion. See Erosion). Notice that under the subject heading "WIND Power" the index refers you to the related heading "Windmills." Also under the subject "WIND power" citations to two periodical articles appear. In the first citation there are three abbreviations that you would need to decipher. By turning to the front pages of the index and finding the abbreviations lists, you would discover that "il" means the article is illustrated, that "Elect Constr & Maint" is the abbreviation for the periodical Electrical Construction and Maintenance, and that "Je '82" means June 1982. Therefore the first citation under the subject heading "WIND Power" should be translated as follows: An illustrated article on the subject of wind power with the title "Alternate sources of power come to Gotham City" was written by Clark Kent and appeared in the periodical Electrical Construction and Maintenance in volume 28 on pages 551 through 555 of the June, 1982 issue.

As an engineering student you normally will need articles about subjects related to technology, but you may have an occasional need to find information on subjects outside the sciences. Although they cover different periodicals and specialize in different subjects, the following periodical indexes use the same format as Applied Science & Technology Index:

General Science Index (Index Q 1 A3 G4)

Covers both the life sciences and the technical sciences.

Biological and Agricultural Index (Tour Stop Number 28, Index Z 5073 A46)

Covers the life sciences and agriculture.

Readers' Guide to Periodical Literature. (Tour Stop Number 10)

Indexes many general interest and popular magazines.

Business Periodicals Index (Index Z 7164 C81 B983)

The best overall index covering periodicals related to business.

Social Sciences Index (Index AI 3 S62)

Covers the social sciences (psychology, sociology, political science, etc.)

Humanities Index (Index AI 3 H85)

Covers the humanities (literature, music, fine arts, etc.)

Engineering Index

Engineering Index has a legitimate claim to being "Engineering's first and most comprehensive collection of time saving abstracts on worldwide developments in all related disciplines." Each year it covers several thousand journals, books, reports, conference proceedings, and other publications concerning engineering and technology. Most of the materials covered are scholarly publications written for scientists and specialists in the various engineering disciplines.

Engineering Index is published monthly and is cumulated into a multi "Part" annual set. Each issue is arranged alphabetically by main subject headings. (A paperback book titled SHE: Subject Headings for Engineers is shelved immediately after the set of Engineering Index, and in case you are unsure of what subject terms you need to use, this work provides you with a list of all subject headings with cross references to other related terms.) Each page in Engineering Index has three columns of citations, and the main subject heading which begins each page appears in the upper left-hand corner of the page. "MAIN SUBJECT HEADINGS" are printed in boldface type with all capital letters while their "Subheadings" are printed in boldface type with only the first letter capitalized. Each citation will have an entry number followed by the title of the article and an abstract of the article. An "abstract" is a paragraph which briefly summarizes an article. After the text of the abstract, the remainder of the citation is presented in a separate paragraph. This paragraph gives the author's name, the author's place of affiliation, an abbreviation of the journal title, the volume number, the issue number, the date, and the pages. An example from Engineering Index follows:

"Subject Index" Example:

STADIUMS

Models

048402 DEMOUNTABLE GRANDSTANDS. The work described reviews relevant literature and is intended to provide guidance concerning the principal criteria affecting structural performance. 25 refs.

Dickie, J.F. (Univ of Manchester, Simon Engineering Lab, Manchester, Engl). *Struct Eng Part A* v 61 n 3 Mar 1983 p 81-86.

"Author Index" Example:

Dickie, Eric J., 042561
Dickie, Ann M., 043174
Dickie, J.F., 048402
Dickinson, Bradley, 048027
Dudenko, D.A., 048819

From the sample you can see that the main subject heading is "STADIUMS" and that the subheading is "Models." The sample is entry number 048402. The title of the article is "Demountable Grandstands." The author of the article is J.F. Dickie. The author is affiliated with the Simon Engineering Lab at the University of Manchester in England. The periodical title abbreviation is Struct Eng Part A. The volume is 61. The issue number is 3. The date is March 1983, and the pages where the article appears are 81 through 86.

In order to obtain the full title of the periodical you would need to go to the most recent annual cumulated set. The last "Part" of the set will begin with "Publications Indexed for Engineering (PIE)." The PIE list provides all periodical abbreviations used with their full titles. From the PIE list you would discover the abbreviation in the example is for Structural Engineer Part A.

An "Author Index" is provided in the back of every monthly issue of Engineering Index and in the last "Part" of each annual cumulated set. The authors are listed alphabetically, and next to their names are entry numbers for those articles written by each author (e.g. the Author Index example above). In the subject index of each issue the citations are numbered consecutively. Therefore you can quickly locate the citations to the articles for each author by turning to the corresponding entry numbers in the subject index.

ASSIGNMENT SIX

PERIODICAL INDEXES

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7). The indexes are in call number order on the short shelves which run the entire length of the room. Applied Science & Technology Index has a large "Z" call number which results in it being shelved in the last row in the index area.

14. Look in Applied Science & Technology Index (Index Z 7913 I7)

for 1982 under the subject VIDEO RECORDS.

The first article indexed is from what journal?

- A. New Scientist
- B. Scientific American
- C. Applied Electronics
- D. Electrical Engineering

DIRECTIONS: Go to the Level 4 Reference Collection (Tour Stop Number 28). The indexes are maintained in call number order. Engineering Index has a large "Z" call number which results in it being shelved near the end of the collection.

15. Look in Engineering Index (Index Z 5851 E62), Volume 81, for the year 1982

under the main subject heading CAMERAS.

Who is the author of the first article cited?

- A. William Befort
- B. Gerald Wheeler
- C. Sybil Parker
- D. Sherman Sherman

CHAPTER SEVEN

PERIODICALS

The term "periodical" encompasses any magazine, journal, newspaper or other serial publication issued regularly more than once a year. By using the Periodicals List (a computer generated printout bound into a book format) and the Card Catalog, you can find out which periodicals are owned by the library. Several copies of the Periodicals List are located on a special table at Tour Stop Number 11. Additional copies are available at every Public Service Desk, on each floor of the main library, and at the branch libraries as well.

I. The PERIODICALS LIST contains:

- A. TITLES: Titles of periodicals currently received by the library are listed in alphabetical order.
- B. HOLDINGS: The second line of each entry indicates which volumes and years the library owns for each periodical. An open-ended dash appearing after any volume number or date indicates that the library owns every issue of the periodical from that point to the present.
- C. CALL NUMBERS: The call number for each periodical appears immediately to the left of the title, and all call numbers in the Periodicals List should be read across from left to right. For example, the call number for the Journal of Electronic Materials shown below should be read as TK .
7871
J624
- D. LOCATIONS: Issues of periodicals can be located in four different areas.
 1. RESERVE ROOM: If the statement "CURRENT ISSUES IN RESERVE ROOM 226" appears on the last line of any periodical's entry, the current issues (usually the last two years only) will be found in the Reserve Room in call number order (e.g. Mechanism and Machine Theory shown below). All of the older issues of the periodical will be located in the general book collection under its call number and can be located by using the same Locations Note used for finding books (example on page 25).
 2. GENERAL BOOK COLLECTION: If there is no statement concerning CURRENT ISSUES on the last line of a periodical's entry, all issues of that periodical will be kept in the general book collection under its call number (e.g. Engineering Structures shown below).
 3. AUDIO VISUAL DEPARTMENT: If older issues of a periodical are located in the Audio Visual Department on microform, either the call number will give an Audio Visual film number or the holdings information line will indicate that certain volumes and dates are kept in microform (e.g. Journal of Electronic Materials shown below).
 4. BRANCH LIBRARIES: If a periodical is located in a branch library, the name of the branch library will appear in the call number area (e.g. Magnetic Resonance Review shown below).

EXAMPLE

TA	654	ENGINEERING STRUCTURES
E57		V.1- 1978-
TK	7871	JOURNAL OF ELECTRONIC MATERIALS
J624		V.1- 1977- (See Film 1420 for Vol.6 1972-77)
PHYSICS LIB		MAGNETIC RESONANCE REVIEW
QC	762	V.1- 1972-
M3		
TJ	1	MECHANISM AND MACHINE THEORY
J63		V.11- 1976-
		CURRENT ISSUES IN RESERVE ROOM 226

II. The PERIODICALS LIST DOES NOT INCLUDE:

- A. Serial publications that are issued annually (e.g. Annual Review of Energy, Yearbook of Science and the Future, Transactions of the American Society of Civil Engineers, etc.)
- B. Serial publications that are issued irregularly (e.g., Rand Corporation's Rand Report series, University of Oregon Engineering Experiment Station Circular, Texas Agricultural Experiment Station Bulletin, etc.)
- C. Serial publications that have ceased publication.

III. The CARD CATALOG

- A. Lists all titles available in the library, including all periodicals and serial publications as well as all of the books.
- B. Will indicate if a periodical has changed title and will refer the user from one title to a new or old title.
- C. Does not always give our holdings. The printed dates on the cards are the official publication dates of the periodical. In some cases, however, our holdings are penciled in on the card.

REMINDER: If you don't find a periodical that you need listed in the Periodicals List, it is advisable that you check the Card Catalog to verify whether the library does or does not own that particular periodical. If you have a problem with the Periodicals List or the Card Catalog, feel free to ask for assistance at the Workbook Service Desk or the Reference Desk.

ASSIGNMENT SEVEN

PERIODICALS

DIRECTIONS: Look up the following journal in the Periodicals List. There are copies of the Periodicals List available for use on the table at Tour Stop Number 11, at the Reference Desk, at the Circulation Desk, and on the charge card table in front of the stairwell on Level 4 as well as other locations in the library. Answer the next three questions.

Title of the journal to be looked up: The Radio & Electronic Engineer

16. Where are the most current issues of this journal located?

- A. Reserve Reading Room
- B. In the general book stacks under its call number

17. What is the call number?

- | | | | |
|-------|-------|-------|-------|
| A. TK | B. TK | C. TK | D. TK |
| 6746 | 6640 | 6540 | 6440 |
| B535 | B626 | B838 | B757 |

18. The library owns which years of this journal?

- | | |
|-----------------|-----------------|
| A. 1958 to date | C. 1928 to date |
| B. 1972 to date | D. 1964 to date |

DIRECTIONS: You have finally finished writing a report that you have been assigned. While you are finishing your footnotes and bibliography you suddenly realize that you have lost part of the information concerning one of the journal articles which you are using in your report. You lack the title of the article and the author's name. All that you have is the following:

Scientific American, v.245, October 1981, pp.202-213

Using the Periodicals List or the Card Catalog obtain the call number for this journal. Next, locate the bound volumes of the journal in the general book stacks. When you have found the correct volume and page(s) of the article, answer the following question.

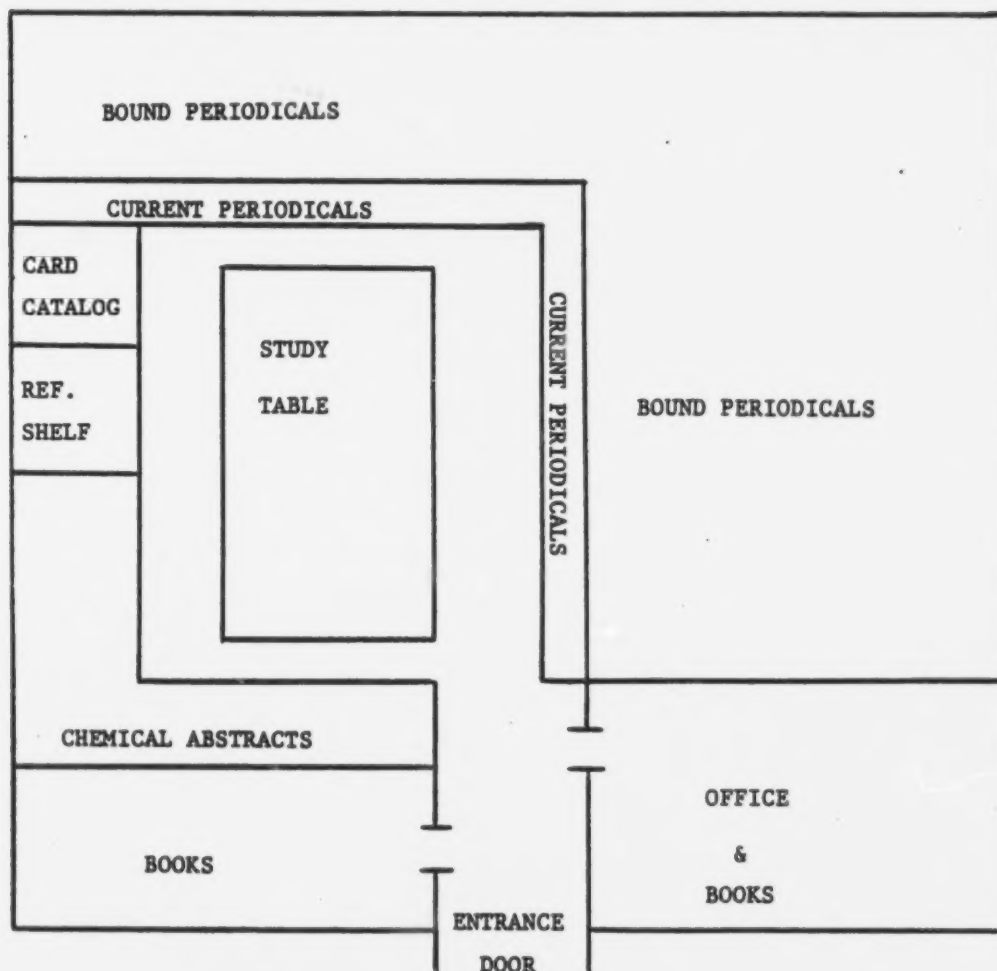
19. What is the title of the article, and who is the author?

- A. "Quantum Logic," by R.I.G. Hughs
- B. "Cosmic Logic," by P.I.G. Grossmann
- C. "Laser Logic," by D.I.G. Spencer

CHAPTER EIGHT
CHEMISTRY LIBRARY

The Chemistry Library is located in the Chemistry Building in room 211. It primarily serves the special needs of students and faculty in the Department of Chemistry, but often students and faculty in the College of Engineering, especially those in chemical engineering, will need to use its materials or facilities. As a small branch library, the Chemistry Library arranges its materials in a unique manner. For example, books and periodicals are maintained in separate areas, and the current issues of the periodicals are separated from the bound volumes of the periodicals. Both sections of the periodicals are arranged in alphabetical order by title, not in call number order as they are in Mullins Library. Also the important reference work Chemical Abstracts is maintained in a special area. If you have any problems while you are in the Chemistry Library, ask for assistance in the Office.

A floor map for the Chemistry Library appears below:



ASSIGNMENT EIGHT

CHEMISTRY LIBRARY

Chemistry 211 (Tel. 575-4601)

M-Th 8am - 5pm; 7pm - 10pm

F 8am - 5pm

Sat 9am - 1pm

Sun CLOSED

DIRECTIONS: Go to the Chemistry Library located in room 211 of the Chemistry Building. When you enter the library you will see several tall rows of bound periodicals on your right and at the end of the room in front of you. The bound periodicals are shelved in alphabetical order by title. You have the citation to a journal article which you are using in a report, but you lack the title of the article and the author's name. All you have is the following:

Australian Journal of Chemistry, V. 34, January 1981, pp. 1-6

Locate the bound volume of this journal. When you have found the correct volume and page(s) of the article answer the following question.

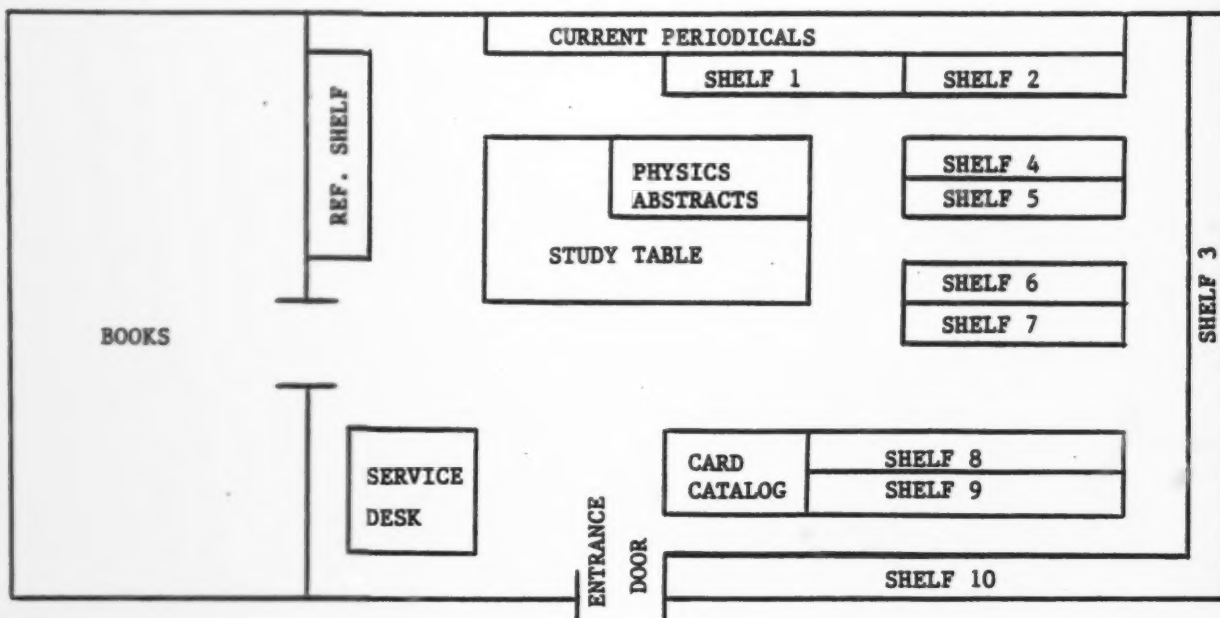
20. What is the title of the article, and who is (are) the author(s)?
- A. "Crystallization of Liquids in the vicinity of a solid,"
by J. E. Lane & T. H. Spurling
 - B. "Melting of a solid in the vicinity of liquids,"
by P. N. Fern & T. N. Gelso
 - C. "Vaporization of a liquid in the vicinity of a solid,"
by D. P. Gilling and R. D. Brunn

CHAPTER NINE

PHYSICS LIBRARY

The Physics Library is located in the Physics Building in room 202. It primarily serves the special needs of students and faculty in the Department of Physics, but often students and faculty in the College of Engineering will need to use its materials or facilities. Like the Chemistry Library, the Physics Library keeps books and periodicals in separate areas. Also the current issues of the periodicals are separated from the bound volumes of the periodicals. The current issues of the periodicals are displayed on a shelf in alphabetical order by title. The bound volumes of the periodicals are arranged in alphabetical order around the room on shelves that are numbered 1 through 10. Due to a severe space problem and the tendency of some journals to change titles, there are some exceptions to the alphabetical arrangement of the bound periodicals. To assist you in finding bound periodicals in the room, a list has been prepared that shows which periodicals are kept on each of the numbered shelves. This list is displayed on the back of the card catalog. If you have any problems while you are in the Physics Library, ask for assistance at the Service Desk.

A floor map for the Physics Library appears below:



ASSIGNMENT NINE

PHYSICS LIBRARY

Physics 202 (Tel. 575-5444)

M-F 8am-12:30pm; 1:30pm-5pm
Sat CLOSED
Sun CLOSED

DIRECTIONS: Go to the Physics Library located in room 202 of the Physics Building. When you enter the library you will see several shelves of bound periodicals to your right. The bound periodicals are shelved in alphabetical order by title. You have the citation to a journal article which you are using in a report, but you lack the title of the article and the author's name. All you have is the following:

Theoretical and Mathematical Physics, v.50, February 1982, pp.171-1976

Locate the bound volume of this journal. You may have to consult the periodical list displayed on the back of the card catalog. When you have found the correct volume and page(s) of the article answer the following question.

21. What is the title of the article, and who is (are) the author(s)?
- A. "Two-time thermal Blue's Functions for Commuting Kinetic Variables,"
by T.C. Zigmondov
 - B. "Two-time thermal Red's Functions for Commuting Physical Variables," by
P.A. Steinhaus
 - C. "Two-time thermal Green's Functions for Commuting dynamical variables,"
by Y.A. Tserkovnikov

CHAPTER TEN

BOOK REVIEW INDEXES

The ability to find book reviews can be quite valuable to you during your college career. Often in your classes you will be required to read specific books and then to report on them either by writing your own book review or possibly through an essay type of test. If you can find reviews of your book which have been published in professional journals, you will be able to acquire valuable information and opinions related to the book. From book reviews you often can find discussions of the book's plot, character development, theme, the author's background and style, and the research involved in writing the book. Many times you can find excellent quotations which you can cite in your own review to support your arguments, or you might develop ideas on what information or what structure you should use in your own review. There are a number of different sources which you can use to find book reviews, but two of the more heavily used sources are Book Review Digest (Index Z 1219 C96) and Book Review Index (Index Z 1035 A1 B6)

BOOK REVIEW DIGEST

Book Review Digest is arranged alphabetically by the author's last name with a subject and title index in the back of each volume. Under each book listed, Book Review Digest provides a brief quotation which explains the subject content of the book, and then it provides several short excerpts from the reviews to give you an idea of what the reviewers' reactions were to the book. Citations to the book review sources will give an abbreviation of the journal title, the volume number, the page number on which the review begins, the date, and an indication of the number of words used in the review. An example of a citation from Book Review Digest follows:

Bull Atomic Sci 37:44 N '81 1550W

As in the periodical indexes, Book Review Digest lists in the front of each volume the journal title abbreviations with their full titles. Therefore by looking in the front of the volume you would discover that the title of this journal is the Bulletin of the Atomic Scientists. In this case the book review appeared in the Bulletin of the Atomic Scientists in Volume 37 on page 44 in the November, 1981 issue and is 1,550 words in length.

After you have the full citation to the book review copied, you next would need to go to the Periodicals List to obtain the call number for the magazine in which the review appeared. There you would find that the call number for the Bulletin of the Atomic Scientists is TK .

9145

A84

By using a Locations Note Slip, you would be able to determine that this journal is shelved on Level 4 in Bay 4. Upon finding the call number in the book stacks on Level 4, you then would retrieve volume 37 of the Bulletin of the Atomic Scientists, turn to the November, 1981 issue, and find the book review on page 44.

BOOK REVIEW INDEX

Book Review Index also is arranged alphabetically by the author's last name, and it has a title index in the back of each volume. This index does not provide short quotations from the reviews like Book Review Digest, but it does tend to list more sources for reviews. Citations to the book review sources will include an abbreviation of the journal title, the volume number, the date, and the page on which the review begins. An example of a citation from Book Review Index follows:

SB-v16-Mr '81-p205

Again you would turn to the front of the volume to find the list of the journal title abbreviations with their full titles. You then would find that this book review appeared in the journal titled Science Books and Films in volume 16 on page 205 of the March, 1981 issue. From the Periodicals List you would obtain the call number Q for Science

181

Al

A681

Books and Films. After finding the call number on Level 4 in Bay 1, as indicated by a Locations Note Slip, you would retrieve volume 16, turn to the March, 1981 issue, and find the book review on page 205.

Before you begin looking for book reviews, it is important that you know the year that the book was first published. Book reviews normally appear during the year, or possibly the following year, that the book is published. Normally the book's date of publication is printed on the title page of the book or on the reverse side of the title page. In beginning your search for book reviews, look first in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volume for one or two years after the date of publication. There are a number of other sources besides Book Review Digest and Book Review Index which can be very useful in obtaining citations to book reviews. If you ever have a problem finding book reviews, always feel free to ask for assistance at the Reference Desk.

Four of the more useful science book reviewing sources follow:

Technical Book Review Index (Index Z 7913 T36)

Index to Scientific Reviews (Index Z 7403 I422)

Science Books & Films (Q 181 Al A681)

New Technical Books (Z 5854 N542)

ASSIGNMENT TEN
BOOK REVIEW INDEXES

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find the following indexes:

Book Review Index (Index Z 1035 A1 B6)

Book Review Digest (Index Z 1219 C96)

You are assigned a book to read, and you would like to check reviews that were written about this book.

Title of book: Learning With Computers

Author of book: Alfred Bork

Year it was published: 1982

22. How many reviews of this book did you find listed in Book Review Index?
- A. 12
 - B. 9
 - C. 2
 - D. 5
23. On what page(s) did you find the reviews of this book in Book Review Digest?
- A. 146
 - B. 105
 - C. 96
 - D. 123
24. Which Index provides a summary of the book as well as excerpts from book reviews?
- A. Book Review Digest
 - B. Book Review Index

CHAPTER ELEVEN

NEWSPAPERS AND NEWSPAPER INDEXES

Newspapers are daily or weekly periodical publications. By using the Periodicals List (Tour Stop Number 11) and the Card Catalog (Tour Stop Number 3), you can find out which newspapers are owned by the library. The Periodicals List includes all of the newspapers to which the library currently subscribes. The Card Catalog includes all of the titles of the newspapers available in the library, including those newspapers that have ceased publication or are no longer received by the library.

PERIODICALS LIST

For those newspapers which are entered on the Periodicals List, current issues are kept in the hanging racks on Level 2 (Tour Stop Number 15). The most recent single issue of each newspaper is kept in the short hanging racks; while the tall hanging racks contain back issues, up to several months old, in alphabetical order by the title of the newspaper. If the library maintains a permanent collection of the back issues of any of the newspapers which are on display, you will find a microfilm number appearing to the left of the newspaper's entry in the Periodicals List. Old issues of newspapers are kept on microfilm, and as the library receives the microfilm copies it discards the old paper copies of the newspapers. Also keep in mind that the library does not keep permanent back files for some of the newspapers to which it currently subscribes, but instead it keeps old copies only for a few months. It then discards them at the end of a specified period of time which is indicated in the newspaper's entry in the Periodicals List.

CARD CATALOG

As with magazines and journals, you should use the Periodicals List if you are looking for a newspaper that is currently received by the library. You must use the card catalog, however, for information about newspapers that the library considers dead (those that have ceased publication or are no longer received by the library). Entries for newspapers are placed in the Card Catalog's alphabetical arrangement by the title of the newspaper. The printed dates appearing below the titles on the cards are not indications of which years are owned by the library. The printed dates are the official publication dates of the newspapers. In most cases our holdings information, however, has been added to the cards by pencil. In the left-hand corner of each card you will find a microfilm number. In order to view issues of any particular newspaper you will need to copy the microfilm number and go to the Audio Visual Department (Tour Stop Number 21) where you must use a special microfilm reading machine.

Often students will not know the title of a particular newspaper, but instead they will want to know if the library owns a newspaper from a particular city or a newspaper which was published during a specific year or on a specific date. The library has a special index to its holdings of newspapers by the cities in which they are or were published and by the years during which they were published. Copies of this index are available for use at the Reference Desk (Tour Stop Number 6A) and in the Audio Visual Department (Tour Stop Number 21).

NEWSPAPER INDEXES

Newspapers, like magazines and journals, are excellent sources of information on practically any subject. Current issues contain some of the most up-to-date information on many subjects. Old issues are valuable for obtaining contemporary accounts of events and subjects as they developed.

Mullins Library owns indexes to several of the more important newspapers to assist you in quickly finding exact citations to newspaper articles on particular subjects. Some of these indexes follow:

New York Times Index; 1851-
(Index AI 21 N44)

The Times Index (London); 1790-
(Index AI 21 T46)

Wall Street Journal Index; 1955-
(Index HG 1 W26)

Arkansas Gazette Index; 1819-1849, 1860-1879, 1964-
(Index AI 21 A75)

The Reference Department also maintains a special multine newspaper index called the Arkansas Newspaper Index. This index actually is in a card catalog format arranged alphabetically by subject. The Arkansas Newspaper Index very selectively covers such Arkansas newspapers as the Arkansas Gazette, Northwest Arkansas Times, Springdale News, Arkansas Traveler, Grapevine, and others.

The New York Times is perhaps the most important newspaper in the library's microform collection because of its extensive coverage of national and international news. It also gives excellent coverage to cultural events through its book, theatre, film, dance, and art reviews. The New York Times Index is a carefully made subject index which gives exact citations to articles in the New York Times. The subjects are arranged alphabetically, and under each subject heading you will find entries for newspaper articles in chronological order. Each entry will give a brief sentence or two describing what the article discusses. The description of the article will be followed by either an S, an M, or an L in parentheses which merely indicates whether the article is short, medium, or long. This indication will be followed by the exact citation to the date, page, and column number where the article can be located.

A sample entry from the New York Times Index for 1980 appears below:

ROBLIN Industries Inc. See also Shopping Carts. S 5.11.
N 22.23
ROBMAN, Steven. See also Theater—Repertory, Phoenix
Theater, My 28
ROBOTNIK (Polish Newspaper). See also News—Poland,
Ap 21
ROBOTS
Article on innovative "smart" robots that are scheduled to
be used in production lines of several large American
corporations during next few months; types of work that
robots can perform described; illus (M), Ap 27.IV.4:3
Unimation Inc., Danbury, Conn., pioneers development of
industrial robots; president Joseph E. Engelberger says units
are computer-directed arm-like machines that can perform
various functions in factories and can be reprogrammed to
change jobs entirely; illus: 3,200 sold, mostly to auto
makers (M), Ji 13.XXIII.19:1
Citibank, NYC, uses robots, officially called Mailmobiles,
in making mail deliveries; assistant vice president John G.
Anderson estimates 3 of carts have saved bank \$150,000 in
1st year; bank, along with parent company, Citicorp, now
have 45 Mailmobiles in operation (S), Ag 10.45:6

Notice the citations under the subject heading "ROBOTS." You can see that the first article cited concerns "smart" robots to be used in American industry, that the article is illustrated and medium in length, and that it appeared in the April 27, 1980 issue in Section 4 on page 8 in column 3. The year is not given in the date citation, but since the index is bound in annual volumes, all of the articles in each volume are from the same year (in this case 1980). All you need to do is check the cover of the volume to obtain the year. The Sunday edition of the New York Times is so large that it is divided into sections, and these sections are indicated by Roman numerals. Therefore the Roman numeral IV in this citation refers to section four. Keep in mind that only articles from the Sunday or special editions of the New York Times will have Roman numeral section numbers; articles from regular daily issues of the paper will not have section numbers. An example of an article which does not have a section number in its citation is the third article appearing under the subject heading "ROBOTS." From the entry you can see that the article on Citibank is short in length and appeared in the August 10, 1980 issue on page 45 in column 6.

Notice also that the New York Times Index provides cross references from subject headings that aren't used to subject headings that are used. For example, the "See Also" reference under the subject heading "ROBLIN INDUSTRIES INC." directs you to articles concerning that company that are listed under the subject heading "SHOPPING CARTS." There also are cross references under the subjects "ROBMAN, Steven" and "ROBOTNIK (Polish Newspaper)."

After you have used the New York Times Index to obtain citations to the newspaper articles which you wish to read, you next need to go to the Periodicals List or the Card Catalog to obtain the microfilm number for the New York Times. There you would find that the New York Times's call number is Microfilm F 128.1 N48. Finally you would need to go to the Audio Visual Room to obtain the microfilm and to use a microfilm reading machine in order to read the article.

ASSIGNMENT ELEVEN

NEWSPAPERS AND NEWSPAPER INDEXES

DIRECTIONS: Go to the Card Catalog (Tour Stop Number 3) and answer the following question.

25. What is the microfilm number for the following newspaper? _____

The Daily Banner News (Magnolia, Ark.)

- A. 476
- B. 1064
- C. 901
- D. 73

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find the New York Times Index (Index AI 21 N44) and answer the following question.

You want to read a contemporary newspaper article about an important subject concerning engineering. Look in the New York Times Index under the topic,

Beetles

for an article which appeared on January 1, 1959

26. On what page and column of the New York Times newspaper did the article appear?

- A. page 55 column 3
- B. page 43 column 2
- C. page 10 column 1
- D. page 16 column 2

CHAPTER TWELVE

AUDIO VISUAL

The Audio Visual (AV) Room (Tour Stop Number 21) is where the library maintains its microform, record album, cassette, and reel-to-reel tape collections. So that you may view the microforms and listen to the albums and tapes, all of the necessary equipment also is available in the AV Room. A card catalog which lists all the different items maintained in the AV Room is located immediately to your left when you enter the room. The AV service counter is located immediately to your right as you enter the Audio Visual Room, and you should ask for assistance there whenever you need help using the audio visual materials. Since identification is required to use some of the audio visual materials, you should have your student I.D. and current activity card with you when you plan on using the AV Room.

Newspapers, magazines, books, college catalogs from other schools, special reports, and other items which are in microform comprise a very important portion of the library's information resources. Approximately 10% of the library's holdings are maintained in microform. The term microform encompasses anything that is in microformat--microfilm, microfiche, or microcard. Microfilm is a photographic record of images (printing, drawings, photos, etc.) on a reduced scale that is stored on a roll of film. Microfiche is very similar to microfilm in that it is also a reduced photographic record of images, but microfiche is in the form of a rectangular sheet of film, not a roll of film. A microcard also is a reduced photographic record of images. It also is a rectangular sheet of film similar to the microfiche, but being opaque, the microcard does require a special machine for viewing that is different from the microfiche reading machine.

All of the microforms are stored in file cabinets. Due to the wide variety of the types of materials that are kept in microform, the library uses several different classification systems to arrange the microforms. The microfilm copies of most newspapers are filed under the Library of Congress call number system. Other microform collections are arranged in their file cabinets by various other classification systems. If you ever need help in finding or using the microforms, always feel free to ask for assistance at the AV service counter.

Whenever you need any of the microfilms, you can go to the file cabinets and retrieve the microfilm which you want. Whenever you need any of the microfiche or microcards, however, you must ask an AV attendant to retrieve them for you. Once you have obtained any of the microforms, DO NOT REFILE THE MICROFORMS. When you are finished with any of the microforms, always leave them on the table next to the AV service counter so that the library's student assistants can collect all materials and refile them accordingly.

Besides the collection of microforms, the library also maintains its collection of record albums, cassettes, and reel-to-reel tapes in the Audio Visual Room. Most of the albums and tapes in this collection are materials used to support several of the classes in the University's Music Department. There is a special listening room available in Audio Visual. In order to listen to any of the albums or tapes, you first must check out a set of headphones from the service counter in the AV Room. You should inform the attendant at the service counter about what specific album or tape you wish to hear; he/she then will instruct you to plug your headphones into one of the stations in the listening room.

Tapes which are used in the foreign language classes are not available in the AV Room; they are available only at the special foreign language listening lab located in the Communications Building. Copies of these tapes, as well as your own tapes or records, can not be played in the AV Room. Also, none of the AV equipment is available for check out.

ASSIGNMENT TWELVE

AUDIO VISUAL

DIRECTIONS: Go to the Audio Visual Room (Tour Stop Number 21). After you enter the AV Room, the second door on your left will have next to it the number 107F and the small sign "Microforms." Enter the Microforms Room, and here you will see a number of file cabinets in which the microforms are stored. On the outside of each file cabinet drawer is a card which indicates what materials are stored in each drawer. Go to the row of file cabinets located along the wall which is opposite from the door which you have just entered, and you will find that the items stored here are arranged in call number order. Rolls of microfilm containing old issues of the New York Times are stored under the call number F 128.1 N48. Find the drawer that has the date coverage that includes the New York Times issue for

September 9, 1959

When you open the drawer you will find a number of small cardboard boxes. Each box contains one roll of microfilm. The dates of the issues contained on each roll of film are indicated on the top of each box. Within each drawer the boxes are arranged in chronological order. Retrieve the roll of microfilm which contains the issue for the date given above. Take this roll of microfilm to the AV service counter. Show the attendant your roll of microfilm and ask him/her to stamp your workbook below. DO NOT REFILE THE FILM. After your workbook is stamped, place your roll of microfilm on the table located to the left of the AV service counter.

AV STAMP

CHAPTER THIRTEEN

HANDBOOKS

Engineers often need information about a specific element compound, process, law, theorem, equation, or type of equipment used in their special disciplines. Each of the primary fields of engineering has at least one handbook published which assists engineers in that field as a ready reference fact book. A "handbook" is a concise (usually one volume) reference work which contains data and descriptive information pertaining to a particular subject. Most handbooks are written and compiled by specialists familiar with the kinds of information most relevant and most needed in their subject disciplines. Handbooks usually are arranged into chapters by subject divisions, and the detailed discussions of the subjects are often supported with charts, tables, graphs, and other illustrations which provide various amounts of useful information. A keyword or subject index usually appears in the back of each handbook for quick references to discussions of specific subjects.

The six handbooks which are listed below represent each of the six major fields of engineering. Copies of these handbooks are kept in the Level 4 Reference Collection (Tour Stop Number 28) and at the Workbook Service Desk (Tour Stop Number 6B).

AGRICULTURAL ENGINEERING

Agricultural Engineers Handbook (Ref S 675 R5)

CHEMICAL ENGINEERING

Chemical Engineers Handbook (Ref TP 151 C52)

CIVIL ENGINEERING

Standard Handbook for Civil Engineers (Ref TA 151 S8)

ELECTRICAL ENGINEERING

Electronics Engineers' Handbook (Ref TK 7825 E34)

INDUSTRIAL ENGINEERING

Handbook of Industrial Engineering (Ref T 56.23 H36)

MECHANICAL ENGINEERING

Machinery's Handbook (Ref TJ 151 M3)

You definitely should become familiar with the handbook for the field of engineering in which you are majoring. Keep in mind that several of the engineering fields also have more than one handbook available. In addition, there are handbooks from other scientific disciplines which engineers find useful on occasions. Some examples of handbooks from other scientific disciplines and from some subfields of engineering follow:

In the Level 2 Reference Collection (Tour Stop Number 8)

CRC Handbook of Chemistry & Physics (Ref QD 65 H3)

CRC Handbook of Tables for Mathematics (Ref QA 47 H32)

Handbook of Physics (Ref QC 21 C7)

The Practicing Scientists Handbook (Ref Q 173.397 M67)

Handbook of Thermodynamic Tables & Charts (Ref QC 331.3 R3913)

In the Level 4 Reference Collection (Tour Stop Number 28)

CRC Handbook of Materials Science (Ref TA 403.4 L94)

Handbook of Highway Engineering (Ref TE 151 B24)

Structural Engineering Handbook (Ref TA 635 C3)

Metals Handbook (Ref TA 459 A5)

Pollution Engineering Practice Handbook (Ref TD 151 P64)

Quality Control Handbook (Ref TS 156 Q3 J8)

Handbook of Plastics and Elastomers (Ref TP 1130 H36)

ASSIGNMENT THIRTEEN

HANDBOOKS

DIRECTIONS: Go to the Workbook Service Desk (Tour Stop Number 6B) and locate the handbook for the field of engineering in which you are majoring. Then answer the question that is associated with that handbook below. You may need to use the subject index located in the back of the handbook in order to find the answer. If you have not decided yet upon a major in the College of Engineering, choose any one of the questions below and answer it. Remember, you only need to answer ONE of the questions below.

27. AGRICULTURAL ENGINEERING

Agricultural Engineers Handbook (Ref S 675 R5)

Looking under "Heat-Specific," find the specific heat for soil

- A. 0.84
- B. 0.17
- C. 0.43
- D. 0.35

27. CHEMICAL ENGINEERING

Chemical Engineers' Handbook (Ref TP 151 C52)

What is another term for a "Blowcase?"

- A. wind contraption
- B. acid egg
- C. thigamajig
- D. air hog

ASSIGNMENT THIRTEEN CONTINUED ON THE NEXT PAGE

27. CIVIL ENGINEERING

Standard Handbook for Civil Engineers (Ref TA 151 S8)

An "Adit" involves what?

- A. bridges
- B. tunnels
- C. canals
- D. buildings

27. ELECTRICAL ENGINEERING

Electronics Engineers' Handbook (Ref TK 7825 E34)

What are "Choppers?"

- A. false teeth
- B. DC regulators
- C. helicopters
- D. electric switches

27. INDUSTRIAL ENGINEERING

Handbook of Industrial Engineering (Ref T 56.23 H36)

"Jacques' Equitable Payment Concept" is based on what?

- A. equity
- B. time span of discretion
- C. interest increment
- D. tort law

27. MECHANICAL ENGINEERING

Machinery's Handbook (Ref TJ 151 M3)

"Adiabatic Expansion" occurs how?

- A. without infusion of additional matter
- B. without heat transfer
- C. without diabates
- D. without weight changes

CHAPTER FOURTEEN

BIOGRAPHICAL INFORMATION

Often during your college career you will need to find information about people. If you choose to write a term paper about a person, you will need to find a great deal of biographical information about your subject. Should you be writing a review of a book which you have read, you might need only some brief facts about the author to show your awareness of the author's basic background in relation to his writings. Whether you need a lot of information or only a few brief facts, there are a large number of sources which you can use to find biographical information about people.

By going to the Card Catalog you sometimes can find a book-length biography on an individual. In this situation, look under the person's last name and find cards with the person's name as a subject heading (those with the name appearing in all capital black print or in red print). You can use most periodical indexes to find magazine or journal articles about people, but the best overall index in this area is Biography Index (Index Z 5301 B5). Besides books and periodical articles, there are many other reference works which provide biographical sketches varying in length from a few sentences up to several pages. If you ever have a problem finding biographical information on anyone, always feel free to ask for assistance at the Reference Desk.

Some good examples of general biographical reference sources follow:

Biography Index (Index Z 5301 B5)

A guide to biographical information in books and periodicals, this index covers individuals of all nations and time periods. This is one of the best places to start your research if initially you know nothing about the individual.

Webster's Biographical Dictionary (Ref CT 103 W4)

Brief general biographies of approximately 40,000 persons are presented along with a pronunciation of each person's name.

Current Biography (Ref CT 100 C8)

Published monthly and bound into annual volumes, this reference work provides biographies of contemporary figures who are notable or newsworthy.

When biographical reference works cover famous people of one particular nation they are referred to as "national biographies." Some examples of national biographies follow:

Dictionary of National Biography (Ref DA 28 D47)

The most important reference work for English biographies, the DNB, as it is often referred to, provides reliable and informative articles on notable individuals from the British Isles and the Colonies who are dead. At present the DNB covers those notable Britishers who died before 1970.

Dictionary of American Biography (Ref E 176 D563)

The American counterpart to the British DNB, the DAB provides informative articles on notable Americans who died before 1965.

Who's Who in America (Ref E 663 W56)

This is the standard dictionary for brief biographical information on notable living Americans.

Often biographical reference works will limit their coverage only to people from specific occupations or subject classifications. There usually is a "Who's Who" or other biographical source for most fields of specialization. The following sources are good examples of biographical information sources covering scientists.

American Men and Women of Science (Ref Q 141 A47 V14) 8 vols.

This reference work includes brief biographies of practicing American scientists who have made significant contributions in various scientific disciplines.

Dictionary of Scientific Biography (Ref Q 141 D5) 16 vols.

Including over 5,000 names, this work provides lengthy evaluative discussions with sizable bibliographies for further reading.

McGraw-Hill Modern Scientists and Engineers (Ref Q 141 M15) 3 vols.

This work presents 1,140 brief biographies of the more prominent contemporary leaders of science and engineering.

Who's Who in Engineering (Ref TA 139 E37 1977)

This provides basic biographic data on 4,500 engineers.

Who's Who in Science in Europe (Ref Q 145 W5) 4 vols.

This reference work gives basic biographic data for approximately 50,000 European scientists.

Two additional biographical sources useful to engineers follow:

Contemporary Authors (Ref PN 451 C6)

This is one of the best biographical sources for information on living authors, including authors of science books. It provides personal data, career achievements, and a list of their works.

Contemporary Architects (Ref NA 680 C625)

This work provides lengthy biographical articles concerning 400 living architects, including structural engineers.

ASSIGNMENT FOURTEEN

BIOGRAPHICAL INFORMATION

DIRECTIONS: Go to the Reference Collection (Tour Stop Number 8) and locate the two biographical reference sources needed to answer questions 28 and 29 below.

28. Find American Men & Women of Science: Physical and Biological Sciences (Ref Q 141 A47 v.14). The 11th, 12th, 13th, and 14th editions of AM & WS: P & BS are shelved next to each other in the Reference Collection. Use ONLY the 14th edition. Find the name of the city where _____

_____ Satyendra Ghosh _____ was born.

- A. Van Buren, Arkansas
- B. St. Vith, France
- C. Berne, Switzerland
- D. Berhampore, India

29. Using the Dictionary of Scientific Biography (Ref Q 141 D5), find the entry for Henri Prudence Gambey _____.

He is famous for what. _____

- A. precision instrumentation
- B. designing the Lincoln Tunnel
- C. his work in nuclear theory
- D. his discovery of the proton

DIRECTIONS: Go to the Periodical Index Area (Tour Stop Number 7) and find Biography Index (Index Z 5301 B5).

30. Using Biography Index, v. 12, covering 1979 through 1982, find the entry for Roberto Goizueta _____.

What is the title of the magazine in which you can find an article about the person ?

- A. Science News
- B. Engineering News
- C. Civil Engineering
- D. Forbes

CHAPTER FIFTEEN

ENCYCLOPEDIAS

A general encyclopedia is often an excellent place to find basic facts on a subject or to begin research on a subject. Its range of coverage is all general knowledge, and it can provide a good general overview of many subjects. Although usually arranged alphabetically by subject, most encyclopedias also have a comprehensive index to key terms located in the last volume of the set. Most encyclopedias also provide at least a brief bibliography at the end of most articles which can direct you to further readings on your subject.

Four of the more useful general encyclopedias follow:

Academic American Encyclopedia (Ref AE 5 A23 1981)

Encyclopedia Americana (Ref AE 5 E333 1982)

Collier's Encyclopedia (Ref AE 5 C683 1983)

Encyclopaedia Britannica (Ref AE 5 E363 1982)

Special Encyclopedias

In addition to the general encyclopedias which cover the broad field of general knowledge, there are many special encyclopedias which concentrate on specific subject fields. Articles in these works are more detailed than those in general encyclopedias, and special encyclopedias can be quite useful for information to be used in speeches or short reports in specific subject fields. Several examples of special science encyclopedias follow:

McGraw-Hill Encyclopedia of Science and Technology (Ref Q 121 M3 1982)

This is the best multidisciplinary science encyclopedia. Authoritative articles usually give a solid definition of each subject followed by a detailed discussion of certain aspects of the given topic. Longer articles are signed by the scientists who wrote them and usually are appended by bibliographies that direct readers to other sources of information on the subject.

Van Nostrand's Scientific Encyclopedia (Ref Q 121 V3)

Probably the best one-volume encyclopedia of science and technology, it contains brief authoritative articles covering broad areas of the sciences.

Encyclopedia of Chemical Technology (Ref TP 9 E685)

Considered an authority in the chemical engineering field, this work is also known as "Kirk-Othmer" from the last names of its editors. A new edition is being published, and currently both editions are shelved together in the Reference Collection.

Encyclopedia of Computer Science and Technology (Ref QA 76.15 E5)

This four volume set is a comprehensive encyclopedia surveying computer science as it relates to the broad field of the sciences.

Encyclopedia of Computer Science and Engineering (Ref QA 76.15 E48 1983)

Intended for the non-specialist in the field of computer science, this work provides good general discussions of topics in one volume.

Encyclopedia of Industrial Chemical Analysis (Ref QD 131 E5)

Encyclopedia of Polymer Science and Technology (Ref TP 156 P6 E5)

Encyclopedia of Chemical Processing and Design (Ref TP 9 E66)

Harper Encyclopedia of Science (Ref Q 123 H26)

Grzimeks Animal Life Encyclopedia (Ref QL 3 G7813)

Encyclopedia of Bioethics (Ref QH 332 E52)

International Encyclopedia of Veterinary Medicine (Ref SF 609 I61)

Several examples of specialized encyclopedias in other subject fields follow:

Encyclopedia of Education (Ref LB 15 E45)

Encyclopedia of Philosophy (Ref B 41 E5)

International Encyclopedia of the Social Sciences (Ref H 41 E6 1968)

McGraw-Hill Encyclopedia of World Drama (Ref PN 1625 M3)

Grove's Dictionary of Music and Musicians (Ref ML 100 G8863 1955)

Encyclopedia of the Third World (Ref HC 59.7 K87)

Dictionary of American History (Ref E 174 D52)

The Encyclopedia of Southern History (Ref F 207.7 E52)

Encyclopedia Judaica (Ref DS 102.8 E496)

New Catholic Encyclopedia (Ref BX 841 N44 1967)

Encyclopedia of Islam (Ref DS 37 E5)

Encyclopedia of the American West (Ref F 591 R38)

Encyclopedia of World War II (Ref D 740 S57)

ASSIGNMENT FIFTEEN

ENCYCLOPEDIAS

DIRECTIONS: Go to the Reference Collection (Tour Stop Number 8) and locate the two encyclopedias necessary to answer the following two questions. All of the works in the Reference Collection are in call number order.

31. Using the McGraw-Hill Encyclopedia of Science and Technology (Ref Q 121 M3 1982)
find out: An "Afterburner" is found where in a turbojet aircraft engine?

-
- A. between the turbine and nozzle
 - B. between the turbine and prop
 - C. between the turbine and exhaust
 - D. between the turbine and air intake

32. Using the Encyclopedia of Chemical Technology (Ref TP 9 E685 1978)
find out: "Chemurgy" is devoted to the industrial utilization of what?

-
- A. silver
 - B. organic raw materials
 - C. heavy metals
 - D. acids

CHAPTER SIXTEEN

DICTIONARIES

In your college studies you undoubtedly will encounter words which are new to you or which you don't fully understand. Whether these terms are ancient, modern, scientific, slang, or even foreign language, you should be able to find definitions of the terms by consulting the dictionaries that are available in the Reference Department.

Arranged alphabetically, dictionaries provide information about the spelling, pronunciation, and meaning of words. Some dictionaries also discuss the usage, history, and derivation of words. Unabridged dictionaries attempt to include every word in the language. Two excellent unabridged dictionaries for the English language are:

The Oxford English Dictionary. 12 Vols. (Ref PE 1625 M7 1933)

Webster's Third New International Dictionary. (Ref PE 1625 W36)

As well as the unabridged dictionaries, there are several abridged dictionaries (also called desk dictionaries) which are available in the Reference Department and the general book stacks. The abridged dictionaries usually contain only the more commonly used words and definitions. Some of the better known desk dictionaries in the English language are:

American Heritage Dictionary of the English Language. (Ref PE 1625 A54)

The Concise Oxford Dictionary. (Ref PE 1628 F6 1976)

Webster's New World Dictionary. (Ref PE 1628 W5632)

In addition to the English language dictionaries there are many English/foreign language dictionaries. These are usually one volume books with an English/foreign language arrangement in one half and a foreign language/English arrangement in the other half. Among the better known ones are:

Cassell's German Dictionary. (Ref PF 3640 B45)

Cassell's New Latin Dictionary. (Ref PA 2365 E5 C3)

Cassell's Italian Dictionary. (Ref PC 1640 C33)

New Cassell's French Dictionary. (Ref PC 2640 C3)

Cassell's Spanish Dictionary. (Ref PC 4640 C35)

SPECIAL SUBJECT DICTIONARIES

Also there are a large number of specialized dictionaries available which provide definitions of the terminology used in special subject areas. The definitions are usually more comprehensive or detailed than those in a general dictionary and emphasize the specialized vocabulary and definition applicable to the field. You can locate this kind of dictionary by going to the Card Catalog and looking up the desired subject heading with the subdivision "Dictionaries" (for example CIVIL ENGINEERING--DICTIONARIES, SCIENCE--DICTIONARIES, MEDICINE--DICTIONARIES, etc.). Several examples of dictionaries of special interest to engineers follow:

Dictionary of Civil Engineering (Ref TA 9 S35)

Dictionary of Mechanical Engineering (Ref TJ 9 N3)

IEEE Standard Dictionary of Electrical & Electronic Terms (Ref TK 9 I478)

Dictionary of Agricultural & Food Engineering (Ref S 674 F3)

Condensed Chemical Dictionary (Ref QD 5 C5)

Chambers Dictionary of Science & Technology (Ref Q 123 D53)

Several examples of other subject specialty dictionaries follow:

Dictionary of Economics and Business (Ref HB 61 N45 1978)

Dorland's Illustrated Medical Dictionary (Ref R 121 D73)

A Modern Dictionary of Sociology (Ref HM 17 T5)

Dictionary of American Slang (Ref PE 2846 W4 1975)

Black's Law Dictionary (Ref KF 156 B458)

There are a large variety of subject specialty dictionaries available in the Reference Collection. If you ever have a problem finding a good definition for any word, always feel free to ask for assistance at the Reference Desk.

ASSIGNMENT SIXTEEN

DICTIONARIES

DIRECTIONS: Go to the Workbook Service Desk (Tour Stop Number 6B) and find the dictionaries necessary to answer the next three questions:

33. Using one of the English language dictionaries, find the meaning of the word omnify .
- A. deify
 - B. enlarge
 - C. give life to
34. Using the Condensed Chemical Dictionary (Ref QD 5 C5), find the meaning of the word carnauba wax .
- A. softest & cheapest commercial wax
 - B. was made by bees
 - C. hardest & most expensive commercial wax
35. Using the appropriate foreign language-English dictionary, give the meaning of the Latin word luctor .
- A. to wrestle
 - B. to have luck
 - C. to solve
 - D. to write

CHAPTER SEVENTEEN

ALMANACS AND STATISTICAL SOURCES

Almanacs are annual publications which contain a great deal of useful or otherwise interesting facts. They often contain a large amount of statistical information covering such subjects as population, business, construction, agriculture, mineral production, and sports. They usually have a section which describes important events that occurred throughout the world during the year. Although all almanacs have indexes, some will have an index in the back, and others will have an index in the front. You should consult each almanac's index when looking for information on any particular subject.

Two of the most popular and best known general almanacs are:

World Almanac and Book of Facts (Ref AY 67 N5 W7)

Published annually since 1886, this almanac has an index in the front of the book.

Information Please Almanac (Ref AY 64 I55)

Published annually since 1947, this almanac has an index in the back of the book.

Statistical facts can be very useful and impressive information when they are included in a term paper or speech. If you can find statistics which support a viewpoint which you are taking, you can add a great deal of weight to your argument. You can find statistical information in a wide variety of publications. The United States Government publishes a large number of statistical information sources. One of the more useful sources for statistical information is:

Statistical Abstract of the United States (Ref HA 202)

Published annually by the U.S. Department of Commerce, this work contains the standard summary of the statistics on the social, political, and economic conditions of the United States. An index is in the back of the book.

There are a number of reference works and other special publications in the library's collection which provide various types and amounts of statistical information on different subjects. If you need certain statistics and aren't sure of where to start looking, come by the Reference Desk and ask for assistance.

ASSIGNMENT SEVENTEEN
ALMANACS AND STATISTICAL SOURCES

DIRECTIONS: Use the most recent editions of the almanacs listed on the previous page and answer questions 36 and 37. Copies of these almanacs may be found at the Workbook Service Desk (Tour Stop Number 6B).

During a class discussion, your professor is unable to recall the names of a Nobel Prize winner and an Olympic champion. Your assignment, should you accept it, is to find out the names of those two individuals.

36. Who won the Nobel Prize for Chemistry
in 1920 ?
- A. Marie Curie
 - B. Walter Nernst
 - C. Ernest Rutherford
 - D. Emil Fischer
37. In the Olympic Games of 1980, who won the 5,000 meter run ?
- A. Paavo Nurmi
 - B. Emil Zapotek
 - C. Miruts Yifter
 - D. Billy Mills

ASSIGNMENT SEVENTEEN CONTINUED ON NEXT PAGE

ASSIGNMENT SEVENTEEN, continued

DIRECTIONS: Use the Statistical Abstract of the United States to answer question 38. A copy may be found at the Workbook Service Desk (Tour Stop Number 6B).

After a class discussion on the changing weather patterns in the United States, you were asked to find some information about weather in various cities in the United States. Using the index at the back of the Statistical Abstract, look under the following subject:

Rainfall

38. How many inches of Rain fall annually in Mobile, Alabama?

- A. Between 50 and 60 inches.
- B. Between 60 and 70 inches.
- C. Between 70 and 80 inches.
- D. Between 80 and 90 inches.

CHAPTER EIGHTEEN

MAPS, ATLASES, & GAZETTEERS

MAPS

Mullins Library has a rather extensive map collection which is maintained in the file cabinets located on Level 3 (Tour Stop Number 25). The Map Collection is comprised primarily of U.S. Geological Survey Topical Maps, U.S. Defense Mapping Agency Maps, and various thematic maps of different areas of the world. If you ever wish to obtain any particular map from this collection always feel free to ask for assistance at the Level 3 Librarian's Desk (Tour Stop Number 24) or the Reference Desk (Tour Stop Number 6A). The Reference Department also maintains a collection of state highway maps and maps of various cities from across the nation and the world.

ATLASES

An atlas is a collection of maps published in a book format. Atlases may cover all areas of the world or only certain sections of the world. Atlases may be current or historical, and they also may include special information in such forms as charts or tables. Most atlases will have an index to all geographic names (cities, towns, rivers, lakes, mountains, etc.) which are represented in its maps. Under each geographic name, the index will give the page or map number where the geographic name can be located. The index also will give page coordinates so that you can quickly find each geographic name on the maps. Usually the coordinate scheme will involve a letter and a number. Letters normally will appear in alphabetical order down the margins of the map and numbers will appear in numerical order across the top and bottom of the map. Therefore given a letter and a number, you can quickly pinpoint a certain area on the map by following down the margin of the map until you find your letter and by then going across the map until you find your number. By following this procedure you will be able to find the specific area of the map where your geographic name is located.

GAZETTEERS

Gazetteers are dictionaries of geographical names. They usually give brief information on places such as their location, area, population, geographic features, altitudes, etc. Cross references normally are provided under alternate spellings of names. Two of the more useful gazetteers are:

Webster's New Geographical Dictionary (Ref G 103 W45 1972)

Includes more than 47,000 geographical names from ancient history to the present.

Columbia Lippincott Gazetteer of the World (Ref G 103 L7 1952)

Includes approximately 130,000 geographical names with more than 30,000 cross references.

ASSIGNMENT EIGHTEEN

MAPS, ATLASES, & GAZETTEERS

DIRECTIONS: Go to the Workbook -Service Desk (Tour Stop Number 6B) and find the books necessary to answer the next two questions.

You have just been offered a summer job working for a multinational corporation. They informed you that you would be working in one of their processing plants located in

Midongy Sud, Malagasy Republic

You need to figure out exactly where this city is located. Find a copy of the Medallion World Atlas. Turn to the general index on pages 322 through 462. Locate the entry for your city. Turn to the map on the page given in the index entry, find the coordinates indicated in the index entry, and pinpoint your place. Show the attendant at the Workbook Service Desk that you have pinpointed your assigned place and ask them to stamp your workbook below.

STAMP

39. Find a copy of Webster's New Geographical Dictionary. Locate the entry for

Mascara . What type of
geographic place is it?

- A. island
- B. commune
- C. river
- D. mountain

CHAPTER NINETEEN

SPECIAL COLLECTIONS

The library's Special Collections Department (Tour Stop Number 23) has the primary responsibility of acquiring, preserving, and providing access to a variety of materials concerning Arkansas's history, literature, and culture. Researchers and students of Arkansas's heritage will find in this department a rich collection of books, periodicals, pamphlets, business records, family papers, letters, journals, diaries, postcards, photographs, maps, manuscripts, and a miscellany of other historical materials to support their work. Among other manuscript collections housed here, one will find the personal papers of such notable Arkansans as J. William Fulbright, Joe T. Robinson, Orval Faubus, Thaddeus Caraway, Brooks Hays, George W. Donaghey, Charles H. Brough, Albert Pike, Otto E. Rayburn, John Gould Fletcher, Edsel Ford, and Vance Randolph.

In addition to the large quantity of materials directly related to the study of Arkansas and the region, the Special Collections Department also houses the library's collection of rare books; it maintains a collection of every thesis and dissertation written by University of Arkansas students; and it also attempts to obtain copies of all published articles and books written by University faculty members. Obviously the materials maintained here and managed by the Special Collections staff comprise an extremely valuable portion of the library's information resources.

Most of the items maintained in the Special Collections Department have cards entered for them in the main card catalog (Tour Stop Number 3), and the entries are by author, title, and subject. In most cases call numbers for items in Special Collections will begin either with the single letter "A," such as A , with the double letters "AA," such as AA , or with the

976.7

Un35f

976.5

B37

double letters "OR," such as OR . Often you will find two separate call

811.08

R21a

numbers on the same entry card for one particular work. One of the call numbers will be for Special Collections, such as A , and the other call number

976.7

T36

will be a Library of Congress call number, such as F . An entry such as this,

411

T43

having two call numbers appearing on the same card, indicates that the library owns at least two copies of that particular work. One copy is kept in the Special Collections Department, and the other copy is kept in the general book stacks under its Library of Congress call number.

Entries in the card catalog for some of the printed materials kept in Special Collections, such as rare books, have a Library of Congress call number with the words "Special Collections" stamped on the card immediately below the call number, such as PR . Other materials maintained in

451

K8

Special

Collections

Special Collections, such as photographs and manuscript collections, do not have entries in the main card catalog, but instead they are described in supplementary catalogs, indexes, lists and finding aids located only in the Special Collections Department. Among the useful finding aids located there, Special Collections maintains an index to the Arkansas county historical journals; this index is quite helpful to students working on speeches or term papers concerning Arkansas and its local history.

Whenever you have a call number for any item located in Special Collections, or if you just want to find out if the Special Collections Department has any material on any particular subject that you have in mind, always feel free to go to the Special Collections search room and ask the library staff there for assistance. You should be aware that the hours of the Special Collections Department are limited. The department is open 8 A.M. until 5 P.M. Monday through Friday and 9 A.M. until 1 P.M. on Saturdays.

Because of the nature of the materials preserved in Special Collections, items do not circulate and can not be taken out of the department. They must be used only in the Special Collections search room. In order to use any materials located in Special Collections, however, you will need to fill out a Charge Out card for each item. Charge Out cards can be obtained at any of the service desks in the Special Collections search room. For each item that you wish to use, you need to provide five types of information on each card as follows:

1. You should print your name, address, telephone number, and ID number.
2. You should indicate your status at the University (student, graduate student, faculty, staff, or other).
3. You should sign the card in the space provided.
4. You should copy the complete call number for the item.
5. You should provide the author's name and the title of the work.

An example of a correctly filled out Charge Out card appears below.

CHARGE OUT	
USER'S NAME (Print)	Dolly Parton
Box	48
ADDRESS	Humphries Hall
CITY, STATE, ZIP (if not Fayetteville)	575-1010 346-02-0146
TELEPHONE	I.D. NUMBER
Student	Grad.
Student	Staff
Other	Other
SIGNATURE	Dolly Parton
Call No. or Cat. No.	Number of
A	Circle One
976.14	VOLS. MSS
T39	CONTR. ARCHIVES
	FOLDERS. A or AA
	ITEMS. T or D
	MAPS
	SPEC. LIR (indicate)
Author	Cuthbert J. Twilley
Brief Title	A Tour of the Ozarks by Rickshaw
Describe Manuscript Materials on Verbo	
Date Out	Staff Initial
	Hour Out
RETURN	
Date In	Staff Initial
	Hour In
UNIVERSITY OF ARKANSAS LIBRARY	
SPECIAL COLLECTIONS	

ASSIGNMENT NINETEEN

SPECIAL COLLECTIONS

DIRECTIONS: Go to the Special Collections Department (Tour Stop Number 23). When you enter through the double doors you will see a small desk in front of you on which you will find a stack of Charge Out cards. Obtain one of the Charge Out cards and fill it out for the book cited below. See the sample Charge Out card on the previous page.

A
398.3097787
R150

Ozark Magic and Folklore
by
Vance Randolph

Give your completed Charge Out card to one of the library staff members. Once you have obtained the book answer the following question.

40. From page 13, if a cock crows when he goes to bed, what will happen?

- A. He'll soon be chock-full of lead.
- B. In the morning he'll be fed.
- C. It won't be long until he's dead.
- D. He'll wake up with a wet head.

SPECIAL NOTE: The next chapter in the workbook requires you to go to the Government Documents Department on Level 4 of the Library. Instead of walking up the stairs, you may wish to take the elevator which you will see in front of you and just to your left as you exit the Special Collections Department.

CHAPTER TWENTY

GOVERNMENT DOCUMENTS

Any publication which is issued by any government can be considered a "government document." Government documents are published in a wide variety of formats, from two-page general pamphlets to multivolume detailed studies or reports. Some governments produce more information than others, and different government agencies often emphasize different subjects in their various publications. Mullins Library is designated as a depository for United States Government documents and receives approximately 90% of the federal publications released for public use. Approximately half of these documents are received in microfiche format. In addition to the U.S. Government Documents, Mullins Library also receives documents from the State of Arkansas, UNESCO, the United Nations, and several other international organizations.

U.S. GOVERNMENT DOCUMENTS

The United States Government is the largest publisher in the world, and the massive amount of information contained in U.S. Government Documents adds an extremely valuable dimension to the library's information resources. U.S. Government publications are especially useful because they are authoritative, inexpensive, and timely, and because they cover such a vast range of subjects. In the future when you need information on practically any subject for a term paper or speech, you should consider consulting government publications because you most likely will be able to find useful information on the subject from at least one U.S. Government document.

Most government documents are not listed in the library's card catalog, nor are they shelved in the library's general book collection. Most government publications are shelved in Bay 5 on Level 4 where they are arranged under the Superintendent of Documents Classification Scheme (or "SuDoc" number). In order to discover what government documents have been published on any given subject and to find out what the SuDoc number is for any particular government publication, you need to consult an index which is titled Monthly Catalog of United States Government Publications (commonly referred to as the Monthly Catalog).

The Monthly Catalog is located in the Government Documents Reference Collection (Tour Stop Number 26B) and is shelved under the call number GovD Z 1223 A18. As the title indicates, this catalog is published each month. Eventually it is cumulated into annual editions which are comprised of several volumes. The year appears on the spine of each volume of the annual editions. In each monthly issue, indexes are located in the back of the issue, while the text entries appear in the front. For the multivolume annual editions, however, the indexes are bound into separate volumes with the word "Index" appearing on the spine, and the text entries are bound into separate volumes with the word "Entries" appearing on the spine.

In 1976, the Monthly Catalog expanded its indexing accessibility to include 5 separate indexes with each issue. There is (1) an author index, (2) a title index, (3) a subject index, (4) a series/report index, and (5) a stock number index. In 1980, a SuDoc class number index and title-keyword index were added.

The most useful and important index for students is the subject index. Under each heading in the subject index you will find references for documents published on that subject. Each reference will consist of a document's title

which will be followed by a number. This number is not a page number; it is known as the "entry number." Each document listed in the text portion of the Monthly Catalog has an entry number, and the entry numbers run consecutively throughout the catalog along the left margin of each column. Under each entry number you will find the Sudoc number, which you need in order to find the document, and a brief description of the document.

See page 73 for examples taken from the Monthly Catalog.

Look at the following Sudoc number which was taken from the example from the Monthly Catalog.

E 1.26:2123-T 1

To find this particular document in the library you would need to divide the Sudoc number into the following segments: E, 1, 26, 2123, T, and 1. Each punctuation mark merely separates the segments. The period that appears between 1 and 26 is not a decimal point in the Sudoc scheme; it is used only to separate the two segments, 1 and 26. In order to find the document from the example you would need to go to Bay 5 on Level 4. There you would find the documents arranged by their Sudoc numbers. The Sudoc scheme follows an alphabetical arrangement by the letters and then a numerical arrangement by the numbers. So to find this particular document you would then follow the Sudoc numbers on the items shelved in Bay 5 until you had found the E section. Then you would look in the E's for E 1; then within the E 1's you would look for E 1.26. You would continue this process using the separate letters and numbers until you had found the document. A complete Sudoc number normally appears in the upper left hand corner of each document. For some of the larger documents, however, the Sudoc number will appear on the spine of the work.

Government documents usually grow out of the function of the government agency which issues them. You may have noticed that the document "E 1.26: 2123-T 1" was published by the Energy Department. If so, perhaps you were sharp enough to recognize that the "E" of the Sudoc number meant that it was an Energy Department publication. The other letters and numbers in the Sudoc number also stand for various offices, series, volumes, and yearly publications within each federal department.

To some people the Sudoc scheme appears to be unreasonably complicated, but the scheme actually uses a basic combination of alphabetical and numerical segments to classify government documents by their issuing agency. Due to the massive number of publications being issued by the federal government, however, the Sudoc scheme continuously is becoming more complex as the combinations of the different segments expand. Since at times the Sudoc scheme can be confusing, you should always feel free to ask for help when you need it while you are searching for government documents.

In the future whenever you need assistance in finding or using government publications, you should go to the Government Documents Office located on Level 4 (Tour Stop Number 26A).

GOVERNMENT DOCUMENTS

MONTHLY CATALOG SAMPLE ENTRY

Take the following steps to find a government document by using the Monthly Catalog.

1. Determine the subject for which you need information.
2. Find the proper heading in the subject index of the Monthly Catalog for a reference to an entry.
3. Find the entry number for the document.

Computergraphics.

A general solution to the hidden-line problem /, 82-19610

Computerized type-setting — Style manuals.
Photocomposition type faces /, 82-18707

Computers.

Computer technology can enhance industrial energy efficiency : 82-18311

Non-Federal computer acquisition practices provide useful information for streamlining Federal methods : study by the staff of the U.S. General Accounting Office., 82-3437

4. Locate the entry number along the left margin of the column in the "Entries" portion of the Monthly Catalog for a brief description of the document
5. Write down the Sudoc number which is located to the right of the entry number and above the document's description.
6. Note: The government agency which issued the document appears in dark print above the entries.
7. Go to Bay 5 on Level 4 and find the document on the shelves under its Sudoc number.

ENERGY DEPARTMENT Washington, DC 20585

82-18310

E.1.26:0160

Annual report to the President and the Congress on the state energy conservation program for calendar year ... / prepared by U.S. Department of Energy, Assistant Secretary for Conservation and Solar Application, Office of State and Local Programs. Washington, D.C. : The Department ; Springfield, Va. : Available from National Technical Information Service, 1979- National Technical Information Service, U.S. Dept. of Commerce, 5285 Port Royal Rd., Springfield, Va. 22161 v. : 28 cm. Annual 1978- "DOE/CS-0160." 1979. ●Item 429-T-2 (microfiche) ISSN 0161-1674 Continues: Annual report to the President and the Congress on the state energy conservation program ISSN 0161-1674 I. United States. Dept. of Energy. Office of Conservation and Solar Applications. Office of State and Local Programs. II. United States. Office of State Energy Conservation Programs. PAR 82-643222 OCLC 08437455

82-18311

E.1.26:2123-T 1

Computer technology can enhance industrial energy efficiency : by the U.S. Department of Energy, Assistant Secretary for Conservation and Solar Application, Office of Industrial Programs. — [Oak Ridge, Tenn.] : Technical Information Center, U.S. Dept. of Energy ; Springfield, Va. : National Technical Information Service [distributor], 1979. 36 p. : col. ill. ; 28 cm. — (A Technical briefing report. Technology transfer) "Prepared for DOE by Centec Corporation, under contract EX-76-C-01-2123, with Argonne National Laboratory"—P. 2 of cover. Includes bibliographical references. "DOE/CS/2123-T1." ●Item 429-T-2 1. Industry—Energy conservation. 2. Computers. I. United States. Dept. of Energy. Office of Conservation and Solar Applications. Office of Industrial Programs. II. Centec Corporation. III. Argonne National Laboratory. IV. Title. V. Series. OCLC 06123077

82-18312

E.1.26:21036-01

Bush, Leon R.

Solar thermal power systems, summary report / prepared for U.S. Department of Energy, Assistant Secretary for Con-

-73-

BEST COPY AVAILABLE

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ASSIGNMENT TWENTY

GOVERNMENT DOCUMENTS

DIRECTIONS: Go to the Government Documents Reference Collection (Tour Stop Number 26B). Find the Monthly Catalog (GovD Z 1223 A18). Use the subject index which is located in the back of each monthly issue or which is in the "Index" volume(s) for the annual cumulative editions. If you need to use an annual cumulative edition, be aware that the indexes for the years since 1976 appear in several volumes. Also be aware that the "Entries" volumes of the annual editions will have the "entry number" range which is covered by each volume printed on the spine. After obtaining your entry number in question 41, you should check the entry number ranges which appear on the spines of the "Entries" volumes for your year. You then can locate the particular volume that includes your entry number so that you can answer questions 42 and 43.

The _____ 1977 _____ Monthly Catalog lists a government publication on _____ Vacuum Tubes _____

41. What is the entry number for this publication?
- A. 77-48392
 - B. 77-65938
 - C. 77-15556
42. What is the Superintendent of Documents number for this publication?
- A. E 5.638:77-27/v.2
 - B. TD 4.509:77-27/v.2
 - C. D 3.654:77-27/v.2
43. Which U.S. Government agency issued this publication?
- A. Naval Research Service
 - B. Systems Research and Development Service
 - C. Energy Department

ASSIGNMENT TWENTY CONTINUED ON THE NEXT PAGE

ASSIGNMENT TWENTY, continued

DIRECTIONS: Go to Bay 5 on Level 4. Find the government document which has the Sudoc number listed below.

If the publication you are looking for is not in its
proper place, complete the second question.

44. What is the title of the publication with the Superintendent of
Documents number I 27.19²:D 18³?

- A. Design of Arch Dams
- B. Design of Suspension Bridges
- C. Design of Concrete Levees

*****DO THIS PART ONLY IF YOU COULD NOT FIND THE DOCUMENT FOR THE****
QUESTION ABOVE.

What is the title of the publication with the Superintendent of
Documents number D 211.8?

- A. Bureau of Ships Journal
- B. Navy Department Journal
- C. Coast Guard Journal

CHAPTER TWENTY-ONE

RESERVE READING ROOM

When most instructors assign books or periodical articles which are to be read by the entire class, copies of the required readings normally are placed on closed reserve in the Reserve Reading Room (Tour Stop Number 18). When you enter the Reserve Reading Room, on your left will be a circulation counter at which you can check out items which have been placed on reserve. Immediately in front of the circulation counter you will find a small card catalog. The Reserve Card Catalog is divided into two sections. The blue drawers of the card catalog contain entries for all of the items which have been placed on reserve, and the yellow drawers contain entries for all of the periodicals that are shelved around the Reserve Reading Room.

In the blue section of the Reserve Card Catalog, you will find that the entry cards are separated into groups by tabs. The tabs are filed in alphabetical order by the instructor's last name. Then within the group of cards under each instructor's name, entries for all of his/her assigned readings will be filed in alphabetical order. For books, each entry card will have the call number of the book typed in the upper left hand corner of the card. For periodical articles, the entry card will have the instructor's name and a file folder number typed across the top of the card.

In order to check materials out of reserve, you must give the attendant at the Reserve Circulation Counter the call number for books and the instructor's name and file folder number for periodical articles which you wish to read. You also must have your student I.D. and current activity card with you in order to check the materials out of reserve. When the attendant at the Reserve Circulation Counter has checked your I.D. and current activity card, he/she will give you a circulation card for each item that you wish to check out of reserve. On each circulation card you will need to print your name, I.D. number, address, and phone number.

LOAN PERIODS

Depending on what the professor requested, reserve materials may be checked out for either two hours, one day, two days, or seven days. When you have finished with reserve materials be sure to drop them in the book return slot located at the Reserve Circulation Counter. Fines are imposed for late items in an effort to guarantee that all students will have access to full use of the materials. Failure to return reserve materials to the Reserve Circulation Counter on time will result in a fine.

TEST FILE

Sometimes professors place copies of old tests on reserve so that their students can get an idea of the types of questions that will be asked during exams. These test files are placed on reserve only at the request of each professor. Most professors, however, do not have copies of their old tests on reserve. The special drawer in the blue section of the Reserve Card Catalog marked "Test File" contains entries for those professors who have placed old tests on reserve. Entries are in alphabetical order by the professor's last name, and each entry will give the instructor's

name and a Test File folder number. To see the old tests that are on reserve, give the attendant at the circulation counter the professor's name and the Test File folder number.

RESERVE AT THE BRANCH LIBRARIES

The branch libraries also maintain some reserve materials for classes specifically related to their subject areas. For information regarding reserve lists, loan periods, fines, or hours of service at the branch libraries, you may either phone them or inquire in person. A list of the branch libraries with phone numbers and building room numbers appears on the inside back cover of this workbook.

CURRENT PERIODICALS & NEWSPAPERS

The Reserve Room maintains a collection of current issues(usually the most recent 12 months) of most of the widely used magazines to which the library subscribes. They are filed in call number order around the room on the open shelves. The current issues of the newspapers to which the library subscribes also are maintained in the Reserve Room. The most recent issue of each newspaper is available on the short hanging racks, and the back issues, up to several months old, are kept behind the Reserve Room service counter.

ASSIGNMENT TWENTY-ONE

RESERVE READING ROOM

ATTENTION: For this assignment you will be required to have your STUDENT I.D. and CURRENT ACTIVITY CARD.

DIRECTIONS: Go to the Reserve Reading Room (Tour Stop Number 18). Go to the blue section of the Reserve Card Catalog and find the tab entry for books that have been placed on reserve for Stephen Dew. Next find the entry card for the book

entitled How to Write and Publish Engineering
Papers and Reports which was written by
Herbert B. Michaelson.

45. What is the call number for the book?

- | | | |
|------|------|------|
| A. T | B. T | C. T |
| 10 | 11 | 12 |
| M415 | M418 | M413 |
| 1981 | 1982 | 1983 |

DIRECTIONS: Go to the Reserve Circulation Counter and give the attendant the call number for the book used in question 45 above. Check this book out of reserve. You will need to show the attendant your student I.D. and current activity card, and you also will be required to fill out a circulation card for the book by printing your name, I.D. number, address, and phone number. Although you will have checked the book out for a two hour loan period, please return the book to the Reserve Circulation Counter as soon as you have answered the following question. By placing the book in the Book Return slot at the Circulation counter as soon as possible, you will avoid any possible fine.

46. What is the title of Chapter 20 ?

- A. How to write an effective conclusion.
- B. How to deal with your critics.
- C. How to proofread.
- D. How to compile a bibliography quickly.

CONCLUSION

The purpose of this workbook has been to introduce you to the information resources and services which are available through the University of Arkansas Libraries, especially those resources and services most needed by engineering students and faculty. In completing this workbook you have learned a great deal about what we are and what we have to offer you during your college career. You now are aware of the fundamental skills that are necessary to find information in the library. In the future you should feel comfortable while you are using the library, but should you have any difficulty finding or using library resources, always feel free to ask for assistance at the Reference Department.

As soon as you have completed your workbook, come to the Workbook Service Desk (Library Tour Stop Number 6B). There you will find two boxes. One box will contain blank answer cards, and the other box will contain directions sheets for filling out the answer cards. Obtain one of the blank answer cards and transfer your answers from your workbook to the card. Give your workbook and your answer card to the attendant at the Workbook Service Desk so that it can be graded. If possible, the attendant will grade your workbook at that time. If it is not possible for the attendant to grade your workbook when you turn it in, you will need to return to the same desk within a few days in order to verify whether you have or have not passed.

If any of your answers are incorrect, you will be asked to reanswer those questions until you have answered all of the questions in your workbook correctly. The workbook will be returned to you to keep.

THE WORKBOOK IS NOT COMPLETE UNTIL YOU HAVE ANSWERED ALL OF THE QUESTIONS CORRECTLY. The only two grades given will be "Complete" or "Incomplete." Your grade will be forwarded to your instructor by the end of the term. If you are passing the course at the end of the semester and have not finished the workbook, you will receive a grade of "Incomplete" for the course, and this grade will not be changed until you have completed all of your workbook assignments.

LIBRARY HOURS

MULLINS LIBRARY (Tel. 4101)

M-Th 7 am-11 pm
 F 7 am-6 pm
 Sat 9 am-6 pm
 Sun 10 am-11 pm

CHEMISTRY LIBRARY--Chemistry 211 (Tel. 4601)

M-Th 8 am-5 pm; 7 pm-10 pm
 F 8 am-5 pm
 Sat 8 am-12 NOON
 Sun CLOSED

FINE ARTS LIBRARY--Fine Arts 103 (Tel. 4708)

M-Th 8 am-11 pm
 F 8 am-6 pm
 Sat 10 am-6 pm
 Sun 11 pm-11 pm

LAW LIBRARY--Waterman Hall 214 (Tel. 5606)

M-Th 8 am-12 pm
 F 8 am-11 pm
 Sat 8 am-11 pm
 Sun 1 pm-11 pm

PHYSICS LIBRARY--Physics 202 (Tel. 2506)

M-F 8 am-12:30 pm; 1:30 pm-5 pm
 Sat CLOSED
 Sun CLOSED

LEARNING RESOURCE CENTER--Peabody Hall 203 (Tel. 5444)

M-Th 8 am-5 pm
 F 8 am-5 pm
 Sat 8 am-12 NOON
 Sun CLOSED